1981
OWASIPPE LODGE
HANDBOOK

E. URNER GOODMAN
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OWASIPPE LODGE / ORDER OF THE ARROW
CHICAGO AREA COUNCIL
300 West Adams Street, Chicago, Illinois 60606

1981
OWASIPPE LODGE HANDBOOK

With a lodge the size of Owasippe Lodge, you need something that will provide the synthesis between the Lodge and each Chapter. This is the reason why we have designed this Owasippe Lodge Handbook. It will not only be your "bible" when finding something out about Lodge administration, but it also will supply you with ideas, guidelines, and hints when planning your own program. Please use it and bring it to every Lodge Executive Meeting.

How do you use this handbook? Turn to the section that contains what you are looking for. All forms supplied by the Lodge will be printed on blue paper, as well as those sample letters that you might want to copy, If your question can't be answered, or you didn't get enough information, refer to the Order of the Arrow handbook, or visa-versa.

It is our intent that this Handbook will present you with a clear understanding of how to plan your events. Again, much material is only suggestive, so you don't have to follow it to the letter. Many chapters. have their own traditions and ways of running an event, however, you will find that much of the material in this handbook will help you out a great deal.

This Owasippe Lodge Handbook is a package full of suggestions, outlines and organizational aids. It is not supposed to just "look nice", it is supposed to be used! Please don't wait until the event to open the package--take time to read this manual--we think you will be pleased you did!

With dedicated service,

The OWASIPPE LODGE Officers

rao
7/79

TABLE OF CONTENTS

Reasource and Background Material

Aims and Methods of the Order of the Arrow	i
What is an Arrowman?	ii
Lodge Spirit -- What's It All About	iv
Spirit	v
A Supervisor's Prayer	vi
Chairmen	vii
Leadership Do You Just Belong?	viii
Leadership	ix
Setting the Example	x
Advising	xi
Restatement of the Purpose of the Boy Scouts	xii
Pictographic Portrayal of the Events of the Legend	1
Planning A Chapter Banquet	7
Camp Promotion	9
Chapter Camp Promotion Report	11
Actual Unit Survey Worksheet	14
Short Term Camp Locations	15
Ceremonies	18
Conducting a Ceremony	19
Pre-Ordeal Ceremony	20
Ordeal Ceremony	20
Brotherhood Ceremony	21
Vigil Ceremony	21
Ceremony of Rededication	22
Installation Ceremony	23
Broken Arrow Ceremony	24
Ceremonial Costuming	27
Chapter Assistance	28
Service and Ideals	29
Fellowships	32
Conducting a Fellowship	33
Typical Fellowship Agenda	38
Ordeal Candidate Letter	39
Brotherhood Candidate Letter	40
Confirmation Letter	42
Brotherhood Questions	43
Spirit of the Arrow and Candidate Discussions	46
Pre-Induction Talks	50

Finances 51

Chapter Funds Deposit Form 53
Check Requisition 54
Activity Budgeting and Accounting Sheet 55
Activity Expenditure Record 56
Financial Statement 57
Chapter Account Numbers 58

Hand of Service Award 59

Lodge Functions 61

Banquet, Get Together, Work Weekend
Fellowship, C.O.T.S.

Meetings 63

Typical Meeting 65

Membership 67

Order of the Arrow Fact Sheet 68
Unit Election Proceedures 70
Election Announcement 73
Confirmation Letter 75
Unit Election Report 77
Transmittal Form 79
Chapter Reregistration Proceedures 83

Please Note:

SEE PAGES 70 THROUGH 70-F FOR CURRENT NEW MEMBER ELECTION PROCEDURES AND GUIDELINES. SEE THE VERY BACK OF THIS BOOK - PAGES A-17 THROUGH A-24 FOR CURRENT INFORMATION AND SAMPLE FORMS FOR THE VIGIL HONOR.

Officer Elections 85

Publications 89

-APPENDIX-

New Member Orientation A1

Filling out Membership Cards A2

Smudge Pots A3

Lodge By-Laws (including ammendments) A5

AIMS AND METHODS OF THE ORDER OF THE ARROW

AIMS (See re-statement of the purpose of the Boy Scout of America)

A) Character
B) Citizenship
C) Personal Fitness

METHODS & TOOLS

A) Principles

1. Ideals - Brotherhood, Cheerfulness and Service
2. Obligation
3. Admonition
4. O.A. Song

B) Ceremonies

1. Induction process
2. Recognition
3. Symbols - Arrow, sash, sign of Ordeal, handclasp, etc.
4. Ordeal tests
5. Spirit of the Arrow
6. Mystique

C) Purpose - the stated purpose of the organization (Page 12 of O.A. Handbook)

D) Camping and outdoor activity

E) Organization and leadership opportunities

F) Scouting foundation and relationship

G) Adult - male association

H) Publications

1. Handbook
2. Newsletters
3. Manuals
4. Etc.

I) Activities

1. Cheerful Service
2. Fellowship

WHAT IS AN ARROWMAN?

An Arrowman is ignorant and has a distorted sense of value. He is so ignorant that he does't know something is impossible and he goes ahead and does it. He is so backward that he still believes in the ideas that made his country great. He denies the proposition that it is not what you know, but whom you know that counts and thinks that succes to the man who can deliver the goods. He is so mixed up that he thinks it is better to be right than rich, and that he can rise highest by staying on the level. He thinks it is better to be free than secure and he looks for a helping hand at the end of his own arm.

An Arrowman is so inexperienced that he can't solve sticky problems by sitting in an air conditioned office and drifting off into the cool stratosphere of abstract thought. He has to put his shoulder to the wheel and his hand in God's hand, and pray like a lost sinner, while he totes the barges and lifts the bales.

You can't recognize an Arrowman just by looking at him. To a lost, bewildered Tenderfoot at Summer Camp, he looks like the Good Samaritan and His Father Confessor. To the harassed, overworked Scout Executive, the Arrowman is ever eager to take on the jobs no one eise had the time for, he looks like Scout Oath and Law personified. To a worried Camp Administrator he is an Army of help or a leader unafraid to soil his hands with the clean dirt of hard work.

And even if you know an Arrowman today, you won't know him tomorrow. Today, inorder to stay in school, he may be an obscure part-time clerk; but after a while as an Arrowman, after becoming aware of getting into the bloodstreams of civic affairs - he'll graduate and soon will be hiring and firing clerks by the dozens. But meanwhile he'll spend time on committees, or running around

on cold nights working on some kind of project. And he'll start getting public recognition that is not actively sought. People he dosn't know from Adam will call him by name on the street; and he'll be on speaking terms with hundreds he never knew before, his teachers and his boss will begin to realize what a valuable person he is; and his fellow citizens and classmates will be turning to him for leadership. And he'll be lucky if his best girl thinks enough of him (or his wife loves him enough) not to gripe like the dickens because he doesn't spend more time with her.

But his real reward will be the comfortable realization that he is doing things that build communities and states and nations. He can say with solemn pride that while others stayed in the background, he came forward; and while others followed the crowd, he followed his conscience; and when some merely moaned "We have a problem, what will we do?" he was ready to step in. While others just pointed at the dirt, he was swining a broom.

Para-phrased from

J. CROZIER BROWN
University of texas

OWASIPPE LODGE/ORDER OF THE ARROW
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LODGE SPIRIT -- WHAT'S IT ALL ABOUT

SPIRIT.....we've been hearing a lot about it lately. These themes, "A thing of the Spirit" at the National Conference, "A New Spirit of Service" at the Section Conclave, and a "Growth of Lodge Spirit" at the fellowship, make it evident that Spirit is one essebient ingredient in the recipe of the Order of the Arrow. These themes sound good and look impressive, but how is spirit achieved, why is it important, and how do you know you have it?

Not unique to our Order, spirit must be developed and shared. Nobody can tell you what the spirit in the Order of the Arrow is supposed to be or mean. Spirit can be PRIDE. Pride in what you have accomplished - leadership, a goal, being the best you can be - or hope in what you plan to accomplished, In this way, spirit is motivational. It can be a driving force for service. It Can be a feeling of BELONGING to the organization - brotherhood. Spirit can be both a desire to be with others or a desire to learn. Your spirit in the Order of the Arrow can be a key to you understanding of the Brotherhood. But only when your spirit is shared can it be UNIFYING. It can bring a chapter or the Lodge together and produce tremendous results. Through unity, spirit can be achieved, and thus became very important.

It is true, spirit is something you either have or don't have. It's pride, it's brotherhood, it's a desire to learn, it's shared. You'll know you have it when you have been given a task - camp promotion, unit elections, or publications - and you do that task well. You'll know you have it when you feel you belong to the best chapter in the Lodge and the best Lodge in the country. And you'll know you have it when you're able to look at another Arrowman and be able to call him "my brother".

It speaks through birds...Lakes...flowers...trees.
It speaks through a mountain in the springtime...the roughness of the ocean.
It resembles the arrow...it gives us devotion.
It sets a goal for us to attain - a mark to hit.
It lives in our dreams, yet it nurtures our realities. It makes up the sunset, yet it greets the dawn.
It's not what you have done, but rather what you are willing to do. It's meeting and greeting...it's old friends and new.
It's the spirit...life...the reason we're all in the Order of the Arrow. It's wider than the sky...freer than the eagle...richer than a gold mine.
It's Scouting. It's the entire program...it's the Oath and the Law. It's the Order of the Arrow
That's what some of it is to me...

And what is it to you?

Maybe it's your first Ordeal fire...maybe your last thoughts as you kept your Vigil. It might be thoughts of your own troop... your chapter...your lodge.
It might be your chapter chief...your lodge advisor...it might be your neighbors. It might be your mother...your father - helping you alond the way.

But. it's also you... as the individual. Your participation... your enjoyment...your achievement. It's your best at what you strive to do...your work for all...your service...your good turns. It's your accomplished feats, your helping hand. It's the smile on your face when you've achieved your goal.
It was that evening in August 1915, when the spirit began with only a handful of Scouts taking part. Service...devotion... brotherhood were the key points. It was there on Treasure Island while our founders looked on with pride. The sign of the Spirit was an arrow, illuminated by the mighty indian. Only a handful were given the promise then, but countless others have taken it since that night.

It has been said that we are a spirited organization, and organization with potential, optimism...warmth. We're a cheerful group, with leadership ability unsurpassed by any other youth organization.

It's independent of anything else..just your thoughts..give it life.

It's never twice the same...but it's always you.

Pay attention to it...it's the Order of the Arrow...we are "a thing of the spirit".

A SUPERVISOR'S PRAYER

Dear Lord, please help me--
To accept human beings as they are--
not yearn for perfect creatures;
To recognize ability--and encouage it;
To understand shortcomings--and make
allowance for them;
To work patiently for improvement--
and not expect too much too quickly;
To appreciate what people do right--
not just criticize what they do wrong;
To be slow to anger and hard to
discourage;
To have the hide of an elephant and
the patience of Job;
In short, Lord, please help me be a
better boss!

---------JOHN LUTHER

CHAIRMEN

It seems that the majority of people fail to understand what the duties of a chairman are. They look upon him, and many chairman look upon themselves as dictators who will run the show for the coming period. This is untrue and can be disastrous for any activity which has such a chairman.

The chairman is an executive who conducts meeting at which the members of that committee determine policy and then the chairman under the directive of the members of the committee carries our the policy in whatever manner is necessary. He is a servant and not a dictator and must be completely democratic and diplomatic in his relationship with the organization which he serves.

LEADERSHIP

A leader is a person who is going somewhere - but not going alone. He takes others with him.

His skill lies in getting up situations in which other people are willing to follow him and are happy to work with him, a precious skill called leadership. This skill is made up of many qualities - thoughtfullness and consideration for others, enthusiasm, the ability to share responsibility with others, and a multitude of the other traits.

But fundamentally a leader is one who leads, one who has a plan, one who keeps headed toward a goal and a purpose. He has the enthusiasm to keep moving forward in such a way that others gladly go with him.

Walter MacPeek

DO YOU JUST BELONG?

Are you an active member
The kind that would be missed,
Or are you just contented
That your name is on the list?

Do you attend the meetings,
And mingle with the crowd,
Or do you stay at home
And crab both long and loud?

Do you take an active part
To help your Lodge along,
Or are you satisfied to be
The kind to "Just Belong?"

Do you ever go to visit
A brother who is sick,
Or leave the work for just a few
And then talk about the clique?

There is quite a program scheduled
That means success if done
And it can be accomplished
With the help of everyone.

So attend the meetings regularly
And help with hand and heart,
Don't be just a member,
But take an active part.

****

Think this over, Member
Are we right or wrong?
Are you an ACTIVE MEMBER?
Or--Do you just belong?

LEADERSHIP

The boss drives his men; the leader coaches them.

The boss depends on authority; the leader on good will.

The boss inspires fear; the leader inspires enthusiasm.

The boss says "I"; the leader says "We".

The boss assigns tasks; the leader sets the pace.

The boss says "Get here on Time", the leader gets there ahead of time.

The boss fixes the blame for breakdown; the leader fixes the breakdown.

The boss knows how it is done; the leader shows how.

The boss makes work drudgery; the leader makes it a game.

The boss says "Go"; the leader says "Let's go".

The world needs leaders, but nobody wants a boss.

****

It isn't the money we get for the job
that makes us happy, content --
It's the joy we find in doing the thing
That pays for the effort we've spent.
It isn't the glory that follows the deed
That counts for the utmost, my friend --
It's the satisfaction we find in the act
That pays the real dividend,
It isn't the amount of material things
That makes us rich, let me say --
It's the service we give our fellowmen
That pays highest returns every day.

****

"We should all realize that every right implies a responsibility, every opportunity an obligation, every position a duty, and the most effective sermon is expressed in deeds instead of words."

Waite Phillips

SETTING THE EXAMPLE

I'd rather see a sermon than hear one - any day.
I'd rather one should walk with me, than merely show me the way.
The eye is a better pupip and more willing, than the ear.
Fine counsel is confusing, but example is always clear.
For the best of all the preachers are the men who live their creed;
for, to see the good in action is what everybody needs.

I can say, I'll learn how to do it if you'll let me see it done.
I can watch your hand in action though your tongue may run to fast.
Although the lectures you deliver may be very wise and true,
I'd rather learn my lesson by observing what you do.
For I may misunderstand you and the fine advice you give,
But it's not misunderstanding how you act and how you live.

- Author Unknown -

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There are three "attitudes" most leaders desire in a subordinate, says author Auren Uris in his book, HOW TO BE A SUCCESSFUL LEADER. They are obedience, cooperation and initiative.

You may want all three at once, or, depending upon circumstances in a given situation, one more than the other.

In general, your attitude will determine which of the three predominates by the manner in which you tie down responsibility.

If you want obedience, be autocratic and retain full responsibility for yourself.

If you want cooperation, be democratic and share responsibility.

If you want initiative, delegate the major share of responsibility and give the person free rein.

****

Those men who try to do something and fail are infinitely better off than those who try to do nothing and beautifully succeed.

- Jenkin Lloyd Jones -

ADVISING

Someone asked if I would be an advisor, and without much thought, I agreed.

"What do I do?" I asked him.

"Oh, you just advise the boys--help them. The book says that you are a coach-counselor." He said.

"Like the coach of a team, only the team is made up of officers and committee chairmen. I see."

"Well, it's not quite that simple. It's correct when they use the word advisor and coach, but the important part is just how one functions as an O/A advisor. I've often thought that one must gain the respect of the people with whom you work. You enccurage, you praise, and you give ideas when needed. But you must also hold your tongue, even when it hurts to do so. You may want to rush forward with words like "di do that" or "it won't work." But we have to remember that this is a boy - oriented program developed and run by boys. An advisor is there to advise--not dominate, veto, rant and rave, or control. When giving advice, one present both sides, good and bad, for the boys to discuss and base their decision. Learning through experience means that you evaluate each experience by weighing the results against the objectives. An advisor helps open doors that may otherwise be close-to boys because they may lack the experience."

"That certainly is a lot for one man to do." I began to have doubts about my hasty agreement.

He reassured me. "One very important task for the advisor is the choosing of an adult advisor to work with each boy chairman. No committee should be smothered, however, with several assistant orco-advisor. Those adults not serving as advisors could form a pool of willing adults from which manpower can be recruited when necessary."

I began to see the picture. "I guess one thing that should remain foremost in one's mind is that this is a boy-oriented program that is run by boys. It is through meaningful experiences that they grow in character and abilities, and it is the advisor place to see that they receive this."

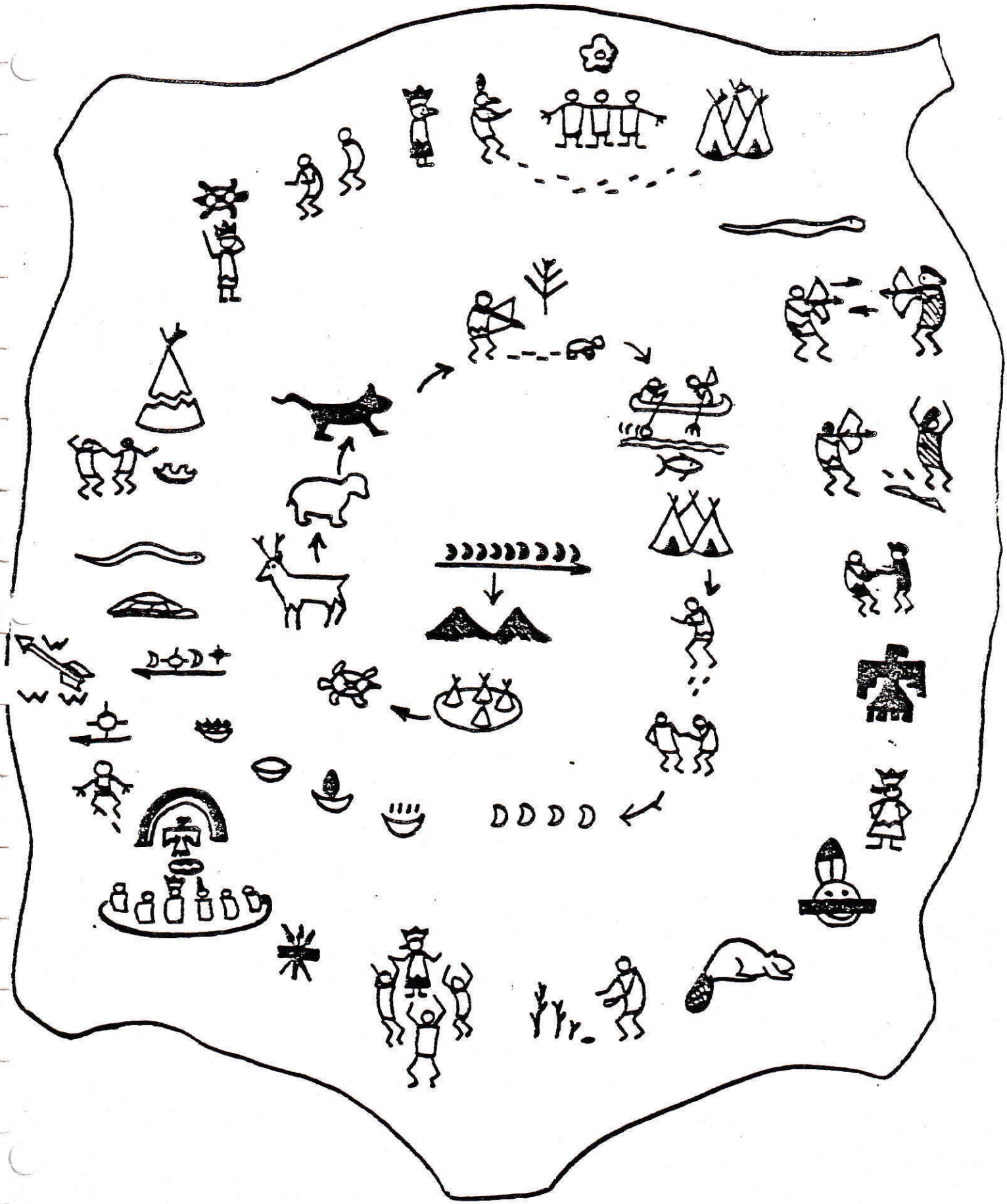
"All this is easier to say than to practive. It's my part to tell you the principles--but it is up to you to put them to work."

RESTATEMENT OF PURPOSE OF THE BOY SCOUTS OF AMERICA

It is the purpose of the Boy Scouts of America to provide for boys an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship, and to develop in them personal fitness, thus to help in the development of American citizens who:

1. Are physically, mentally, and emotionally fit;
2. Have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness;
3. Have personal and stable values firmly based on religious concepts;
4. Have a desire and the skills to help others;
5. Understand the principles of the American social, economic, and governmental systems;
6. Are knowledgeable about and take pride in their American heritage and understand America's role in the world;
7. Have a keen respect for the basic rights of all people;
8. Are prepared to fulfill the varied responsiblities of participating in and giving leadership to American society and in the forums of the world.

PICTOGRAPHIC PORTRAYAL OF THE EVENTS OF THE LEGEND



FORM #1

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PICTOGRAPHIC PORTRAYAL OF THE EVENTS OF THE LEGEND

POETIC FORM

FOREWORD

The drawings or pictographs herewith are as nearly authentic as possible. Our source of information is the Bureau of Anthropology, Smithsonian Institution, Washington, D.C. In addition, the project has been referred to Dr. Dockstader, Assistant Director, Museum of the American Indian, New York City. The phrase from the Legend is given, followed by its explanation.

ACCOMPANYING LINES FROM LEGEND	MEANING
1) Long ago, in the dim ages	1) Indefinite number of "moons ago" Arrow pointing to left, going backward in time
2) In the Valley of the Delaware	2) Narrow valley between mountains
3) Lived a peaceful tribe of Indians	3) Wigwams in circle: Indicates trible
4) Lenni Lenape their name was	4) Turtle was symbol of Lenapes, Unami (Turtle) Clan
5) Deer and bear, wildcat and panther	5) Common forest animals
6) Through the forest oft they hunted	6) Hunter tracking and about to shoot game. Conventionalized pine tree to express "forest"
7) On the bosom of the river. Peacefully they fished and paddled	7) Canoe on river; oarsman spear fisherman
8) Round their busy village wigwams	8) Wigwams together: Indicates village
9) Still the chase they nimbly followed	9) Hunter tracking game animal (following trail)
10) In this state of bliss so happy	10) Villagers in happy, friendly mood
11) Many moons they lived contented, Springtime blossomed into summer	11) Mocns: Time continuing Grass Moon: Springtime

12) Summer into autumn ripened	12) Ripening corn moon: Summer
13) Autumn died into winter's bosom	13) Long night moon: Autumn
14) Thus the seasons in succession Never ending seemed to pall on	14) Snow moon: Winter Sun moon succession: Long continuin time
15) But behold, a cloud arising changed how soon this peaceful aspect	15) Dark clouds above horizon
16) Neighboring tribes and distant enemies	16) Among Indians, "enemy" is represented by a "snake"
17) Suddenly disturbed their hunting	17) Hunter finds animal killed by enemies, tells Chief's pose (hands on head) signifies "worried." Broken tepee means village (tribe) disturbed and depressed
18) Then Chingachgook, aged Chieftain of the tribe, made quick inquiry: "Who will go and carry warning of this dire and dreadful danger	18) Chief Chingachgook denoted by headdress. Speech roll (Aztec, Maya, Plains Indian) indicates speech to tribesman. Question: "Who will go?"
19) To all Delawares, our brothers?	19) Turtle, totemic symbol of Delawares
20) But none wished to make the journey	20) Two men turned back on Chief walk away
21) Then spoke up the noble Uncas, Worthy son of the old Chieftain, "O my father, I am ready, Send me on this gracious errand"	21) Warrior (Uncas) denoted by plumed headdress
22) If we would remain a nation we must stand by one another. Let us both urge on our kindred firm devotion to our brethren And our cause, ourselves forgetting, let us catch the higher vision, Let us find the greater beauty in a life of cheerful service	22) Group looking upward expresses "higher vision" pictograph of rose expresses "greater beauty"; extended hands imly "cheerful service"
23) Off upon the trail they started, old Chingachgook and youg Uncas	23) Speech tells message of warning. Footprints in line, start of journey

24) And in every tribal village Some were found who were quite willing To spend themselves in others' service	24) Wigwams indicate village
25) When at last the fierce marauders	25) Snake - enemy
26) Were forced back to their own country	26) Arrow combat: Repelled and driven back to "own country"
27) And peace was declared between them	27) Clasping hands - peace declared back turned, bow on ground; no longer fighting
28) They who first themselves had offered For the service of their brethren	28) Thunderbird, messenger of Indian Gods, Propagation of message of Cheerful Service
29) To the places most respected by the Chieftain were prompted	29) Speech roll: Declaration citation
30) Were promoted	30) Smiling face with broad band, distinctive head plume: Indication of honor and promotion
31) For, said he, "Who serves his fellows Is of all his fellow greatest."	31) Beaver carries idea of worker, service to others. Beaver was most honored of all animals among Algonkians
32) As a seed dropped by the sower in good soil bears quick fulfillment	32) Sower dropping corn kernel, three stages of growth to maturity
33) So this saying of their Chieftain in their hearts found glad acceptance; And they sough in some manner He should make its memory lasting	33) Chief speaking, central fiqures. Fiqures with hands upraised in attitude of approval of cheering
34) So together fast and firmly Chief Chingachgook bound these warriors	34) Warriors' arrows or spears bound togeter (arrows here taken as symbols of warriors)

35) In a great and honored Order	35) Tribal council ring gathering of distinguished warriors
36) Into which can be admitted only those who their own interests can forget in serving others. And so clear must be their purpose so to live that their companions Taking note of their devotion shall propose them to the Order	36) Thunderbird; Messenger seeking worthy candidate for final acceptance; shown as entering idealized "hogan" or dwelling place in our Legend symbolozing the Order of the Arrow
37) We, therefore, to them succeeding	37) Friendliness, brotherhood, expressed by outstretched hands of figure also giving idea of Cheerful Service. Also, body in motion expresses "those who follow the Arrow trail."
38) To the present day perpetuate	38) Noonday sun: The present time. Arrow dentes continuance into future
39) The names and tokens of this Brotherhood of Cheerful Service called by the Delawares	39) Symbols obvious

WIMACHTENDIENK WINGOLAICHSKI WITAHEMUI

ORDER OF THE ARROW
CAHOKIA CHAPTER

PATHFINDER DISTRICT
CHICAGO AREA COUNCIL
BOY SCOUTS OF AMERICA

23RD ANNIVERSARY BANQUET

1977

BANQUET PROGRAMS ORGANIZE THE EVENT!

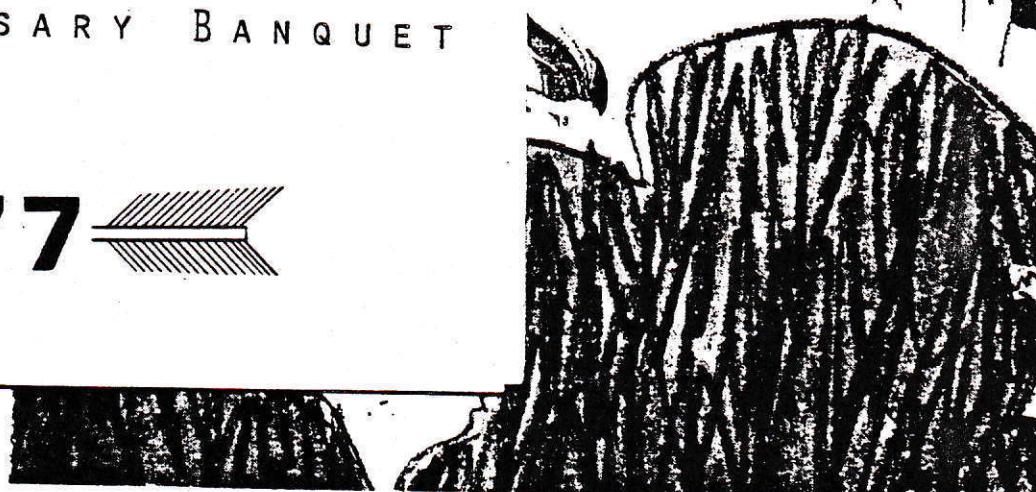
HOPOAKAN CHAPTE
Order of the Arrow

24th ANNUAL BANQUET
WED., NOV. 16. 1977 - 6:30 P. M.
CHRIST LUTHERAN CHURCH
PARKSIDE & BARRY

2

DONATION

SCOUTS $
ADULTS $



1975 BANQUET
20th ANNIVERSARY OF KENEU CHAPTER
OWAISIPPE LODGE
ORDER OF THE ARROW
W.W.W.
INDIAN BOUNDARY DISTRICT
C.A.C.
MARCH 6, 1975---NORRIDGE COMMUNITY CENTER

PLANNING A CHAPTER BANQUET

FIRST--PLAN EARLY

Set a date as soon as possible. Place it in the District Calendar. Look toward early January.

Begin looking for a banquet hall, catering services etc.

Set up committees--Food, Publicity, and Entertainment. Also, Banquet Program, Decorations, and Ceremonies.

THEN--DECIDE

Finalize the location, time and date.

Approve the menu and the cost per ticket.

Decide upon a guest speaker and a person for the Invocation.

Look into special awards and recognitions.

Discuss inviting guests--District Executives, Council Executives, or the Lodge Chief and Advisors.

FINALLY--ACT

Pre-sell tickets - set a deadline.

Print all tickets and programs.

Make sure all arrangements are confirmed - food, hall, awards, entertainment, and decorations.

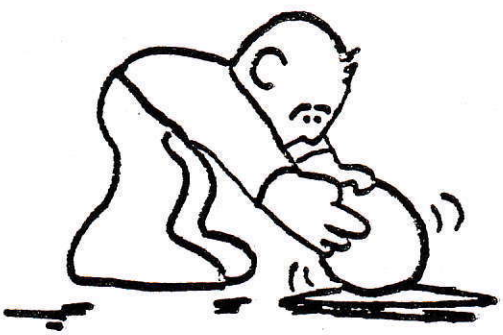
Check to see if all committees are running smoothly.

Publicize the location and give directions.

Rehearse the ceremonies - Installation of Officers, and the Opening and Closing.

REMEMBER, THE SUCCESS OF YOUR BANQUET DEPENDS ON THE PREPARATION, EXECUTION, AND THE ORIGIONALITY OF YOUR PLANS. ALWAYS GIVE YOURSELF PLENTY OF TIME. IF YOU DO THIS, IT WILL BE A SUCCESS!

CAMP PROMOTION



LEAVE NO STONE UNTURNED

ChicagoArea

CAMP PROMOTION

WHY

As a brotherhood of honor campers, it is our duty to bring the fun and excitement of camping to those who have not yet had the chance to experience it. We have many forms of camping at our disposal. Owasippe is the camp which most of us think about when asked about summer camp. It is open all summer from the begining of July to the end of August for 1 and 2 week periods as well as the rest of the year for varying periods of time. Although many of us know this, there are many of boys all over the city who, have been left in the dark. This is why Camp Promomotion is such an important part of our program.

As well as owasippe, there are many short term camps around the Chicago area which should be promoted. If it is not possible for a troop to send some time at Owasippe, they may be able to camp at Kiwanis, Dearborn, or Hoover. This may not be possible if you do not take it upon yourself to inform them about what is available.

HOW

You may be asking yourself how all this can be made possible. The most important part of getting these boys to camp is contact. A troop must be contacted and then shown about camp. The Lodge has provided your chapter with a set of slides which may be used to show the boys and their parents what camp has to offer. Along with these slides you should have other visual aids. Posters and flipcharts will do most of your selling for you, letting the people see as well as hear all about camp. You can paste up pictures, patches. maps, momentos, and anything else that reminds you of camp. The best time to visit a troop is at a parents night so that you can not only sell the boy, but you will also sell the parents at the same time. Along with the set of slides that your chapter recived there was an outline on how to conduct the presentation. These things are only a guide which should be expanded upon from your own experiences. Remember, contact the Scoutmaster and make an appointment before coming to a meeting.

LOOK NEAT AND PRESENTABLE

WEAR YOUR SASH

KNOW WHAT YOU ARE TALKING ABOUT

When your chapter is trough with the promotion program, it is necessary for you to submit a report to the Lodge on your activities and progress. This is also required if you are thinking about receiving the Hand of Service Award. We need these reports in order to give our report to the council camping director and the national O/A officers.

SOURCES

Your own experiences (the most important)
Lodge Camp and Trail Book (It is available from any Lodge Officer for $1.00. It is jam-packed with information about long and short term camping, high adventure, and even winter camping as well as hiking trails. Make sure that your chapter has at least one copy.)

OTHER ALTERNATIVES

Camp promotion does not stop after the summer has arrived. For the campers who are experienced at Owasippe, there are other opportunities. There are high adventure programs including Philmont, Canoe Bases, etc. These should be promoted all year long.

Good Luck and Have Fun Promoting Scouting's Biggest Attraction, CAMPING.

PUT SCOUTS IN TO THIS PICTURE

PROMOTE SCOUT CAMPING

SIGN UP SCOUTS FOR SUMMER CAMP

OWASIPPE LODGE/ORDER OF THE ARROW
CHICAGO AREA COUNCIL
300 West Adams Street, Chicago, Illinois 60606

CHAPTER CAMP PROMOTION REPORT

CHAPTER _____ DISTRICT _____

CHIEF _____ VICE CHIEF _____

I. Discription of Camp Promotion team. (Members, visual aids visitations etc.)

_____

_____

_____

_____

II. Explanation of Presentation. (General Format)

_____

_____

_____

_____

III. Critique. (Evalution of your Camp Promtion Program)

_____

_____

_____

_____

IV. Suggestions to the Lodge or Council. (Materials need, help needed in any area)

_____

_____

_____

_____

FORM # 70

rao

CAMP PROMOTION NOTES

PRIORITIES

1. The O/A's main purpose is to promote camping to the boys. The job of working with adults (leaders, committeemen, and parents) is primarily the responsibility of the District Camping Committee. Ideally, a member of the Committee should accompany every O/A camp Promotion Team to speak to the adults in the Units. The adult advisor's main job is to help train, organize, and "back up" the team. If no member of the Camping Committee is present, he should talk to the adults.

2. Owasippe Lodge's Camp Promotion Teams main purpose is to promote facilities and programs programs provided by the Chicago Area Council. We are not responsible to promote other Council's facilities or programs, but we should assist units in obtaining information about them if they are interested.

PROCEEDURES

1. Secure the information you need to organize your work.
   A. Unit Leader roster-from District Camping Chairman.
   B. Annual Camping Report-from the Lodge. Check to see which troops are "target units".
   C. Promotional Literature-from the camping secretary. You only need 2 or 3 copies per troop, to show what ia available. Additional copies should be obtained by the troop.
   D. Audio-Visual aids-from District, Lodge and Council.

2. Together with your District Camping Chairman, contact your Scout Roundtable Commissioner to arrange a presentation at a Roundtable prior to the beginning of the Unit program, to use as a "KICK-OFF". An opportunity should be given during the Roundtable for Units to make arrangements for their presentations. The units not present should be contacted individually to arrange for presentations.

3. Contact the Unit Leader to make an appointment to discuss your program, at his convenience. Ask him to invite his committee, or ask to speak at a committee meeting.

4. A. Visit the Unit Leader and committee to explain what is available in detail. Wear your complete uniform and sash. Have samples of literature and descriptions of audio-visual aids.
   B. Offer to "tailor" your presentation to the unit's interests; it can be general or deal only with a specific program. The key word is FLEXIBILITY.
   C. Set a date, time and location for your program. It should be a time to insure:
      1. Miximum Scout attendance.
      2. Miximum parent and committee attendance.
      3. Attendance by prospective Scouts, if possible.
   D. If the Unit is not interested in any type of presentation, ask the Unit Leader to sign a slip to the effect to show that the unit has been contacted.

5. Rehearse your presentation with the members of your team. Insure an adequate supply of the necessary materials. Be sure your presentation stays within the time alotted by the unit.

6. Arrange with your District Camping Chairman to have a member of his committee attend the Unit presentation. Suggest that his committee have a "Camp Leader's Guide Book" to give the Unit Leader.

7. Conduct your camp promotion presentation.
   A. Arrive to set up your equipment and displays. Be available to answer questions. All members wear complete uniforms and sash.
   B. Conduct your program by refering to your audio-visual aids.
   C. Answer questions. If you don't know, admit it, and tell the unit you'll find out. Then follow up and DO IT!
   D. If the parents are present, the Camping Committee Members (or team advisor) can talk to them about their particular interests, such as financing, health, and safety, leadership and transportation; while the team talks to the boys about program and facilities.
   E. Ask the Unit Leader to sign your Camp Promotion Worksheet so that you know you were at his troop.

8. Follow through to see that the unit makes the necessary reservation and deposit at the Service Center.

COUNCIL CAMPING

1. Council Facilities (units) - Weekend Camping, Summer Camp, Canoe rental.
2. Council Facilities (individual) - Provisional Summer Camp.
3. Council Training (units) - Weekend Back Packing
4. Council Training (individual) - Troop Leadership, Development Training, J.L.I.T.
5. Unit Activities (established campsites) - private, city, county, state, forest service, Bureau of land management, military bases.
6. National Awards - Historic Trails, 50 Miler, National Camping.
7. Financing - Unit Budget Money Raising Projects, Camperships, Scout Bucks, Saving Cards.
8. Insurance - Liability - council provides for approved activities.
   Accident - council provides for Council and district activities, unit provides for unit activities.
9. Forms - Tour Permits, Camping Log, Wilderness Permits Medicals, Trail Award Applications.

REFERENCES -

CAMP LEADERS GUIDEBOOK
WHERE TO GO CAMPING BOOKLET
TROOP FINANCIAL RECORD BOOK

ACTUAL UNIT SURVEY WORKSHEET

DATE_____

UNIT	LONG TERM[1] CAMPING '79	LONG TERM[1] CAMPING '80	DATE OF[2] VISITATION	TIME	IN ATTENDANCE		SIGN UP AT OWASIPPE '81					ACTUAL
					BOYS	ADULTS[3]	CAMP	PER	BOY	ADT	SITE	

1 Indicate: O.C. - OUT OF COUNCIL
C.A.C. - OWASIPPE
N.R. - NOT REGISTERED

2 Indicate: N.C. - NO CONTACT
CAN. - CANCELLATION

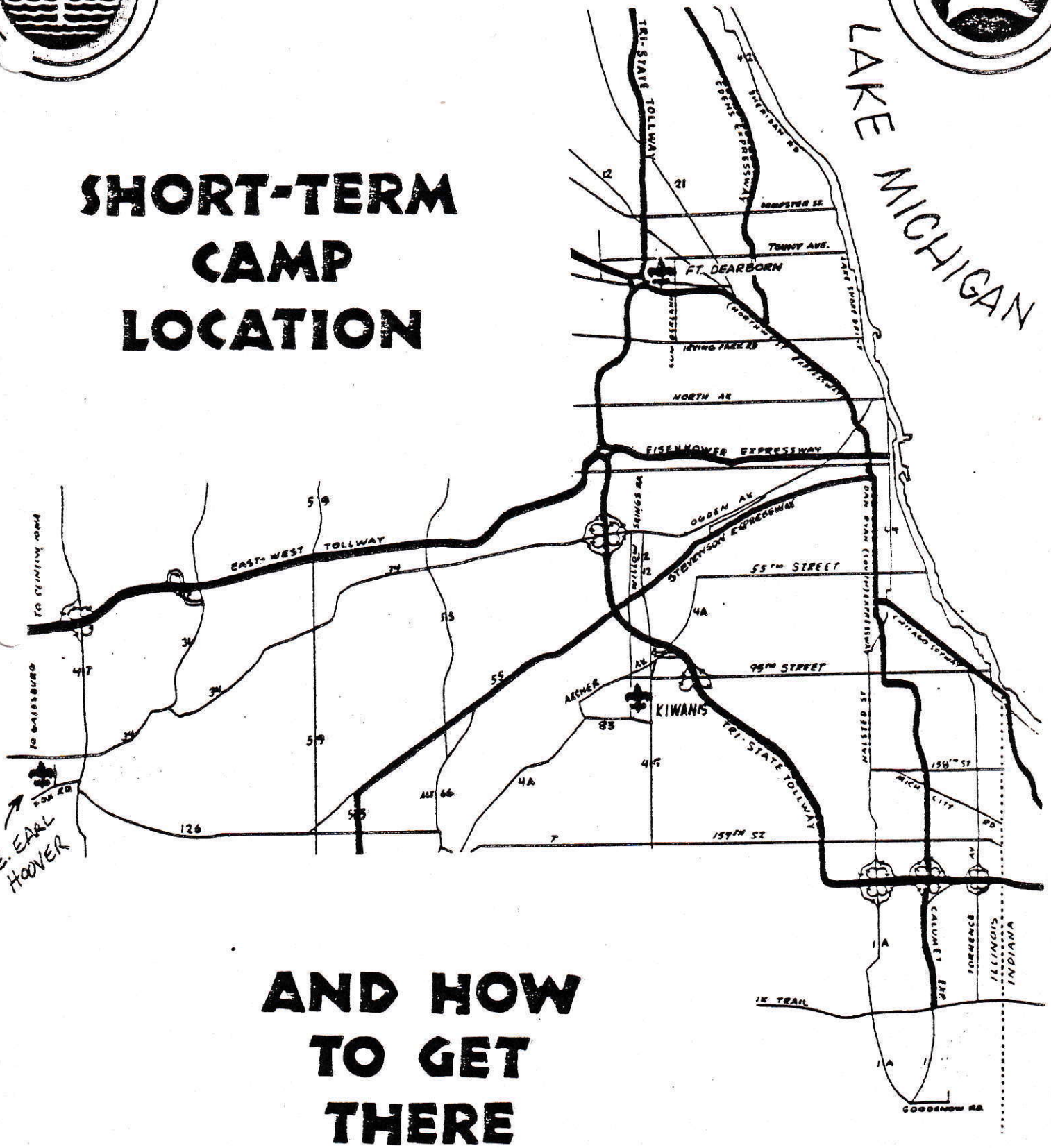
3 If Parents Night, indicate P.N. and include approx. no. of paren

If a second sheet is necessary, you can get one from the Lodge.

FORM # 70

jk

SHORT-TERM CAMP LOCATION



AND HOW TO GET THERE

CHICAGO AREA COUNCIL, BOY SCOUTS OF AMERICA

300 West Adams Street, Chicago Illinois 60606

PLEASE TURN PAGE FOR WRITTEN DIRECTIONS

DRIVING TO THE SHORT-TERM CAMPS

FORT DEARBORN SCOUT CAMP: (from the loop)

Take the kennedy Expressway (I-90 - 94) north to Route I-90 (toward O'Hare Airport). Continue on Route I-90 to Cumberland exit. After exiting, turn left onto Higgins Road and proceed west one mile. Watch for camp entrnace on right side of roas.

PHONE: 692-3509 RANGER: Phil Mladv

* *

KIWANIS SCOUT CAMP: (from the loop)

Take the Stevenson Expressway (I-55) west to the LaGrange Road south exit. After exit, continue south to 95th Street. Turn right on 95th Street and proceed to Willow Spring Road. Turn left on Willow Springs Road to camp entrance, approximately ½ mile. Watch for entrance on left side of road.

KIWANIS SCUT CAMP: (from the far south side of Chicago)

Take 95th Street west to Willow Spring Road. Turn left to camp entrance, approximately ½ mile.

PHONE: 839-5239 RANGER: Don Studaven

* *

E.EARL HOOVER SCOUT RESERVATION (from the Loop)

Take the Eisenhower Expressway (I-290) to the Eastwest Tollway (Illinois 5). Proceed on Illinois 5 to Highway 47. Turn left onto Highway 47 to Fox Road. Turn right 2¼ miles to camp entrance.

(OR)

Take the Stevenson Expressway (I-55 to Route 126. Continue on Route 126 to Highway 47. Turn right onto Highway 47 to Fox Road (3 blocks). Turn left onto Fox Road, 2¼ miles to camp Entrance.

PHONE: 553-7342 RANGER: Neil Woods

* *

E.EARL HOOVER CANOE BASE

Is Located at Hoover Scout Reservation. See directions to Hoover.

CEREMONIES

The Ceremonies of the Order of the Arrow are set up as a means of dramatizing its high purpose of Cheerfulness and Service. The Order is not a secret organization, and its ceremonies are open to any parent, Scout leader, or religious leader. Its ceremonies, however, employ the element of mystery for the sake if its effect on the Scouts who enter.

Each Chapter should develope a Ceremonial Team with the Chapter Meteu as the chairman. Its main respondsibilies are conducting the ceremonies of the Ordeal and the Brotherhood as well as costume demonstrations.

This section contains various ceremonies--Rededication, Installation, Election and Broken Arrow--that your Chapter will probably use at least once during the upcoming year. To find more information on ceremonies, refer to the section called Fellowships in this Handbook. This section also contains some information on costume designing and places to obtain materials for your costumes.

CEREMONIES

PURPOSE

One of the most important responsibilities of the chapter officers and advisers is to make sure that the ceremonies of the Ordeal fulfill their high purpose. Lasting impressions that make the difference between success and failure of an Order of the Arrow Lodge start with the ceremonies of the Order.

The ceremonies of the Order are among the most coloful of any organization. They lend themselves naturally to their outdoor setting and local conditions, Let us not forget, though, that their success or failure depends on the fundamental rules of good showmanship. These ceremonies and their preparation take time and thought by members of the Lodge or chapter responsible for the presentation.

The ceremonies used in the Order have been scrutinized to make certain that they are not objectionable to any religious group because of any seeming similarity to religious rites or rituals. No change of any kind, therefore, is permitted to be made in the set ceremonies. Every attempt has been made, and always will be made, to keep the ceremonies true to Scout tradition and within the spirit of the Scout Oath and Law.

While the Indian tradition is used in the ceremonies of the Order and in the terminology for the dramatic effect, it is agreed that under no circumstances shall emphasis be placed upon the Indian aspects of the program to the degree that they obscure the objectives of the Order of the Arrow.

LODGE CEREMONIAL COMMITTEE

Shall consist of a chairman, adviser, and all chapter meteus, plus any additional members of the Lodge having an interest in Indian lore and wisking to participate.

The chairman shall be the Lodge Meteu, appointed by the Lodge Chief.

It shall be responsible for the maintaining of one or more Ordeal and Brotherhood Ceremonial Teams, The quality of these teams shall be on the highest standards, worthy of the traditions and honor of the Owasippe Lodge.

CHAPTER CEREMONIAL AND COSTUME COMMITTEE

Shall consist of a chairman, adviser, and members-at-large from the chapter.

The chairman shall be the chapter meteu, who is appointed by the chapter chief.

It shall be responsible for the maintaining of an Ordeal and Brotherhood Ceremonial Team. It shall also be responsible for the maintenance of all chapter costumes and properties.

The Ordeal and Brotherhood calling-out ceremonies shall be performed by this committee in a manner it deems fitting and proper for this occasion.

The Ordeal and Brotherhood ceremony may be performed by this committee using the Ordeal and Brotherhood pamphlets (latest edition).

CEREMONIAL SETTING

Choosing the site for the ceremony is very important. The more the setting lends itself to the purpose of the ceremony. the more successful will be your efforts to impress the candidates with the beauty and seriousness of the ceremony. The primary considerations one must keep in mind are privacy, naturalness and adaptability to the functioning of the Ceremonial Team.

The physical properties that are to be installed depend entirely on the local situation. As a rule, the minimum requirements are podium, places for the required number of fires and some device to hold the candles used in the ceremony. They should blend naturally into the setting so that there is no sharp contrast in the effect as a whole.

Here is your chance to use your ingenuity to put on an impressive and dignified ceremony, using plenty of color and pageantry. The basic thought or scheme should be based on traditional Indian lore practices. Coup sticks, rattles, anklet bells and even a peacepipe can be used to round out the dignity and authenticity of the ceremony. A tepee in the background also adds to the general atmosphere. No Indian ceremony is complete without the soft cadence of the tom-tom. When properly handled, it adds much to the impressiveness of the ceremony.

CONDUCTING A CEREMONY

Those conducting the ceremony should rehearse well in advance to avoid slipups and ~~all-parts~~ <u>all parts should be well memorized</u>. Each member should know and understand his part so that it will sound natural and not come up as pure rote memory. Do not "ham" it up, but maintain an air of comlete confidence no matter what happens during the ceremony. If you find you have forgetten a part, by all means do not stutter or repeat yourself, but continue on as though nothing has happened.

By speaking all parts slowly and deliberately, pausing now and then to gaze upon the candidates, it will not be noticed if you have to search your memory to recall a word or two. Pronounce all words in a clear and loud enough manner suitable to the surroundings, The pitch of your voice should be flexible as you talk, giving emphasis to those parts that call for it. Body movements of the hands and head should also be used in an effort to present a natural effect. Look at each individual personally as you speak so that you may grasp his comlete attention. A comlete walk-through rehearsal should be held on the afternoon of the ceremony so that any last minute "bugs" may be removed.

CEREMONIAL COSTUMES AND ACCESSORIES

Seeing that this is a complete subject matter in itself, we refer you to the "Order of the Arrow Handbook." It is suggested that each member of the Ceremonial Team work for the Lore merit badge which will give him a better insight and understanding of the subject.

TYPES OF CEREMONIES

The main types of ceremonies conducted by the Lodge or Chapter Ceremonial Teams are:

A. Orderal Calling-Out Ceremony

B. Pre-Ordeal Ceremony

C. Ordeal Ceremony

D. Brotherhood Calling-Out Ceremony

E. Brotherhood Ceremony

F. Vigil Ceremony (conducted by Lodge Vigil Team)

G. Recognition Ceremony (for Cub packs, Scout troops, Explorer posts and district events).

ORDEAL CALLING-OUT CEREMONY

See Order of the Arrow Handbook.

PRE-ORDEAL CEREMONY

A secluded place used for no other purpose and to the north of camp should be chosen for the Pre-Ordeal Ceremony. It should be given after dark, but not so late that it encroaches upon the proper time for sleep. The ceremony itself is found in the "Ordeal Ceremony" pamphlet (latest edition).

It is recommended that a discussion be held following the ceremony and before the candidates have been placed for the night. This should emphasize the purpose of the four requirements of the Ordeal and importance of compliance with those requirements. (See the speech of Allowat Sakima in the Pre-Ordeal). Special emphasis should be placed on the importance of the silence and the meditation, not only that night, but also the following day. (See Meteu's speech after the testing of the bow.)

ORDEAL CEREMONY

The Ordeal Ceremony should be conducted early in the evening to permit the candidates who have undergone an arduous memtal and physical test to get sufficient rest.

The ceremony is found in the "Ordeal Ceremony" pamphlet (latest edition), which also shows the placement of the setting. Preferably it is a separate setting reserved for thepurpose, and may be the same area used for the Pre-Ordeal Ceremony or a different one.

The Cermony Team, consisting of four members, may be supplemented by additional members serving as caretakers of the Council Fire, assistant guides, drum beaters and the like. They should all be dressed in appropriate Indian costumes with all other Arrowmen present wearing Indian costumes, or Scout uniform and Arrow sash.

BROTHERHOOD CALLING-OUT CEREMONY

This may be done by one member of the Ceremony Team during the afternoon of the day set aside for the purpose of conferring the Brotherhood membership upon those worthy. He should be dressed in Indian costume and will tap out those candidates meeting the requirements for the Brotherhood.

BROTHERHOOD CEREMONY

The ceremony is to be found in the "Brotherhood Ceremony" pamphlet (latest edition). The ceremonial grounds should be set aside from the rest of the camp with the ceremony being held in the early evening after darkness has set in.

The Ceremony Team, consisting of four members, may be supplemented by additional members serving as firetenders, drumbeaters and the like. All team members shall be dressed in the appropriate Indian costume with all other Arrowmen present wearing Indian costumes, or uniform and sash. Only candidates, Brotherhood members and Vigil Honor members may attend.

VIGIL CEREMONY

To be conducted by the Lodge Vigil Honor Ceremonial Team in accordance with the Ceremony for the Vigil Honor pamphlet (latest edition). Only candidates and Vigil Honor Members may attend.

CEREMONY OF REDEDICATION

The onward Arrowmen plan calls for a ceremony of rededication to the principles of our Order at all formal functions of the Lodge.

The following ceremony should be used. In Ordeal Ceremony, insert this ceremony after "You will now take your places in the circle which is being widened to receive you, " page 15, Ordeal Ceremony pamphlet, In Brotherhood Ceremony, insert after "You will take your places in the circle with your brothers, " page 8, Brotherhood Ceremony pamphlet. In ceremony for the Vigil Honor, use as the closing after all other work is completed. At any other meetings of the Lodge and at area fellowship training conference, use this ceremony just before adjournment.

ALLOWAT SAKIMA (gives sign for silence); My brothers, before we close this Council that has brought us all togethers, let us pause to reflect upon the noble purpose of our Order. Meteu, please remind us of our obligation as members of this Brotherhood of Cheerful Service.

METEU: My brothers, it is well to pause and think deep thoughts and to meditate upon the real purpose of our brotherhood.

All of us have stood before the Council fire in the presence of Allowat Sakima and our brothers in the Order of the Arrow. We have made the Scout sign and have repeated a solemn obligation.

First, we said, "On my honor as a Scout." This is a serious and solemn statement. It means that we, as Arrowmen, must constantly strive to do our best to keep our word and uphold our honor. Nutiket, remind us of the first point of the Scout Law.

NUTIKET: A Scout is trustworthy. A Scout's honor is to be trusted. If he were to violate his honor by telling a lie or by cheating or by not doing exactly a given task when trusted on his honor, he may be directed to hand over his Scout badge.

METEU: Second, we said, "Iwill always and faithfully observe and preserve the traditions of the Order of the Arrow, W.W.W." The traditions of the Order are unfolded on the pages of our Order of the Arrow Handbook and are reinforced in our colorful and significant ceremonies. Our Order exists as a part of the program of the Boy Scouts of America. All of us are first Scouts, Explorers, or Scouter and second, members of the Order of the Arrow. Our constant aim is to strengthen Scouting, particularly Scout camping. We were elected by our fellows not so much for what we have done, but for what we are now expected to do.

KICHKINET: A Scout is loyal. He is loyal to all to whom loyalty is due, his Scout leader, his home and parents and country. May we always be loyal to our obligation in the Order of the Arrow.

INSTALLATION CEREMONY FOR CHAPTER OFFICERS

Brothers, the results of the elections of the officers of our chapter are now to be declared to you. As the privileged brothers are named, they will please join me here.

The offices of chief and vice-chief are the most important in our chapter, thus requiring integrity and capability of the two brothers who have chosen to fill the positions. The men chosen by you have fitly proven their suitability.

CHAPTER CHIEF_____ VICE-CHIEF_____

The two offices of secretary in this chapter share equal responsibility and importance. The one, in that the brothers need to be notified of future events. The other, in that the brothers are to be provided with a record of past dealings for future reference. Brother officers thus should show great attention to detail in the fulfillment of their duties. The officers have been fitly chosen.

RECORDING SECRETARY_____ CORRESPONDING SECRETARY_____

The office of treasurer of this chapter is, of course, an important one, for the brothers must be kept informed of how much money they have for their use personally, and for the purpose of bestowing honors on their brothers in public ceremonies such as this. This office requires diligence and honesty above all. This officer has also been well chosen.

TREASURER_____

YOU WILL ALL RAISE YOUR RIGHT HAND IN THE SCOUT SIGN AND REPEAT AFTER ME ---

I (SAY YOUR OWN NAME), DO HEREBY PROMISE, ON MY HONOR AS A SCOUT, / THAT I WILL ALWAYS AND FAITHFULLY / DISCHARGE THE DUTIES OF MY OFFICE AS / (SAY YOUR OFFICE) / IN THE _____ CHAPTER OF THE ORDER OF THE ARROW / WIMACHTENDIENK, WINGOLAUCHSIK, WITAHEMUI / FURTHER, / I WILL SEEK AID WHENEVER NECESSARY / FROM THOSE QUALIFIED TO HELP ME. / AND I DO PROMISE / TO DISCHARGE MY OBLIGATIONS HONESTLY - AS A SCOUT, / CHEERFULLY - AS A BROTHER OF THE ORDER, / AND DISCHARGE THEM TO THE BEST OF MY ABILITY / - AS A MAN.

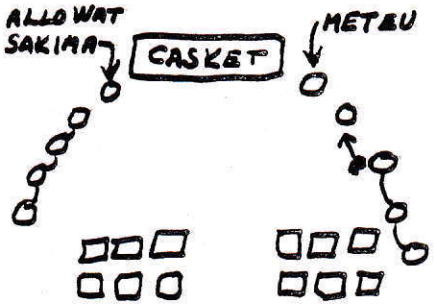
CLOSING

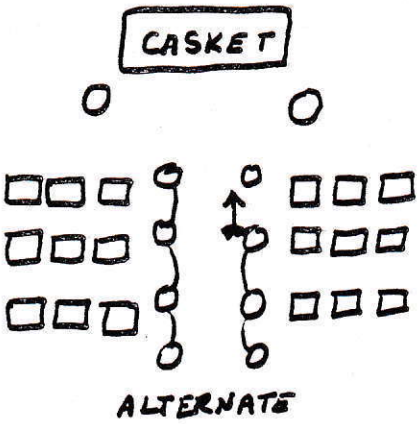
ARROW SONG

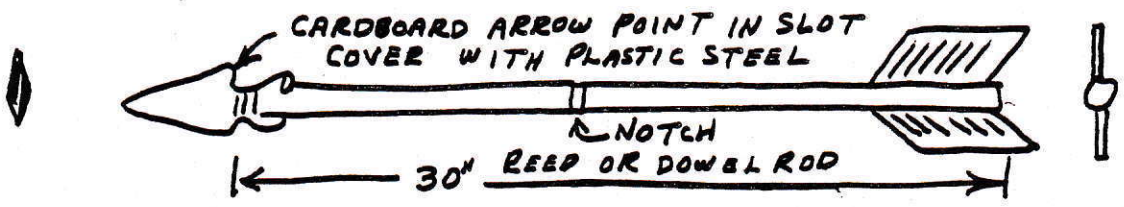
THE BROKEN ARROW CEREMONY

This ceremony is a final tribute to a deceased Arrowman, who has served cheerfully to help others and who in his daily life has lived the Scout Oath and Law. It is performed at the wake with the consent of the deceased's family. It is proper that either preceeding or after the cermony, the Chapter and / or Lodge Advisor, Chapter and / or Lodge Chief and the acting Allowat Sakima and Meteu offer proper condolences to the deceased's family. All available Order of the Arrow members should be in full uniform with O/A sash.

The Brothers file into the parlor forming two equal lines extending from each end of the casket. One line is led by Allowat Sakima while the other line is led by Meteu. Once in position, the Brothers shall cross arms, right over left, and joined hands with the Brothers on each side. An arrow (which has been prebiously painted red) will be carried by the second Brother in Meteu's line. Each of those Brothers shall hold the arrow by opposite ends, leaving a space in the line bridged by the arrow, to indicate the Spirit of the departed Brother. Allowat Sakima and Meteu will be in full Scout or Explorer uniform with O/A sash and will wear appropriate indian head dress. Allowat Sakima and Meteu step in front of the casket about three feet and face the mourners.







METEU: We are members of_____Chapter, Owasippe Lodge, Order of the Arrow. The Order of the Arrow is a society of Scouts, Explorers and Scouters who have been recognized by their fellow Scouts for their outstanding devotion to the high ideals of the Scout Oath and law. Its foundation is brotherhood in cheerful service modeled after the Delaware Indians.. We have come to pay our final tribute to our departed Brother.

Allowat Sakima, Chief of the Fire, shall now relate a brief Scouting history of our Brother. (Nods and turns to Allowat Sakima)

ALLOWAT SAKIMA: (Gives a brief Scouting history of the departed Brother. Information may be obtained from personal history forms or from close Scouting friends.) (Nods and turns to Meteu)

METEU: Peacy my Brothers of the Arrow
Of this Lodge and humble tribe,
Bear with me this obligation
To our Brother gone before us
On the trail of fulfillment.

He who camped and served among us,
He who always stood beside us,
Now has left his earthly trail
for the trail of his Maker.

Let us in our hearts and minds
Remember he who was our Brother
On the earth...But now in spirit,
Remember (name of deceased)who is our Brother.

Meteu gets red arrow which has been held between the second and third Brothers in his line. These Brothers willnot join hands when the arrow is taken by Meteu. The space in the line is to remain as an indication of the position formerly held by the departed Brother. The arrow should be taken and given with both hands on the arrow at all times during transfers. Meteu then passes the arrow to Allowat Sakima. Allowat Sakima takes the arrow with both hands.

ALLOWAT SAKIMA:

As a symbol our Order, the arrow has been fitly chosen. It must be straight, its point keen. Aimed high, its course is undeviated, its direction onward and upward. It therefore becomes a symbol of leadership. The breaking of this arrow (break arrow) is symbolic of the end of strife and the begininning of peace. (Place arrow on corpse with the point over the right shoulder or give broken arrow to the widow. O/A sash can be placed across the corpse's chest by Meteu.)
Meteu, will you give us a prayer?

METEU: Oh, Great Master,
Hear us in our prayer this evening,
A final tribute to our Brother.

He who loved the haunts of Nature,
Loved the moonlight on the water,
Loved the sunshine on the meadow,
Loved the shadow of the forest,
Loved the wind among the branches,
Loved the rushing of great rivers,
Loved the thunder of the mountains,
And all of Nature in its splendor,
Found in Nature his duty to Man,
And pledged himself to cheerful service,
Serving his Master and the Man.

Rest Brother, we've known you well indeed
And now in peace you'll sleep.
You've done your work and done it well
So none of us need weep.
In Scouting we will miss your smile
And your friendly handelasp
But your Master will guide your steps aright
And point the way for you.

Let us pause for a moment of silence, that each of us may pray in his own fashion.
(Pause for an appropriate length of time)
So may it be.

Allowat Sakima then leads his line past the casket and files out of the parlor. Meteu then follows by leading his line past the casket and also files out of the parlor.

(Ceremony was originally developed by Naju Amochol Chapter, Owasippe Lodge # 7)

YOUR CEREMONIAL COSTUMING

CHIEF -- ALOWAT SAKIMA

1. Double trailer of chief's bonnet.
2. Leggings and war shirt with one color.
3. Bells, necklaces, and moccassins.
4. Breech cloth or ceremonial apron.
5. Make the chief look superior and distinguished.

THE MEDICINE MAN -- METEU

1. Single trailor of bonnet with horns.
2. Leggings of dark color. Warshirt light or dark.
3. Bells, necklaces, and breech cloth.
4. Meteu should give a feeling of mystery.

NUTIKET THE GUARD, AND KICHKINET THE GUIDE

1. Leggings, war shirt, breech cloth or apron of simpler nature.
2. Bells, necklaces, moccassins.
3. Simple looking customs.

YOUR GREATEST SOURCES FOR THE CEREMONIES ARE THE ORDEAL AND BROTHERHOOD HANDBOOKS.

MATERIAL SUPPLIERS

Westen Trading Post, Inc.
32 Broadway
Denver, Colorado 80203

Tandy Leather - Local stores in most neighborhoods; you don't have to wait a long time.

Ozark Trading Post
C/O Dick Blakeney
Dept. AI
P.O. Box 25644
Oklahoma City, Oklahoma 73125

Grey Owl Indian Crafts
150-02 Beaver Road Dept. S-76
Jamaica, New York 11433

Plume Trading and Sales Co.
P.O. Box 583
Monroe, New York 10950

Oklahoma Indian Marketing
P.O. Box 4202
Tulsa, Oklahoma 74104

Sacks Wholesales Leather
South Side of Roosevelt Road
1st building east of Dan Ryan Expressway
Cheapest Leather Around -- Likes Scouts

CHAPTER ASSISTANCE

PURPOSE

Chapter Assistance has become extreemly necessary since some of the Chapters have merged with other Chapters and because of the "lull" in registration, some of the Chapters are loosing their strong Arrow programs. People move, become disinterested or are uninformed of the Chapter's existence. This accounts for some of the lack of participation. Chapter Assistance is designed so that we can build up the leadership, fellowship and enthusiasm that has been slowly diminishing in some of our Chapters.

HOW CAN YOU HELP?

Every Chapter shares the responsibility of Chapter Assistance. Whether is be at the Get Together, Fellowship, or even Camporee, a little help from your Chapter to another Chapter is Chapter Assistance. Get to know those Chapters around you and ask them if they need help with membership, camp promotion, costumes, or any of a number of things. In this way, you will not only be sharing ideas, by doing this, you will be sharing one of the most important goals of our Order-- FELLOWSHIP. In other words, keep in touch with the other Chapters around your area and help them to be a growing and successful Chapter. If you offer your services in the right way, they can't turn you down.

HOW IMPORTANT IS CHAPTER ASSISTANCE?

Very!! As the adage "wears on", a chain is only as strong as its weakest link. So too, Owasippe Lodge is only as strong as the weakest Chapter. Let's keep the chain firm bound in the Brotherhood by serving your fellow Chapters.

he who serves his fellows, is among

his fellow's greatest!

SERVICE AND IDEALS

One of the high ideals of the Order of the Arrow is SERVICE not only to our Chapter's District, but also to our Lodge, Council, and Community. Ther will be many occasions where your chapter will be sked to serve. The following list will provide you with some ideas on how you can serve your District, Lodge, Council and Community. Remember, it is one thing to serve and another to serve cheerfully! Let this list remind you of the many opportunities where your chapter can prove its Cheerful Service.

DISTRICT LEVEL

First Aid Meet staff

Klondike Derby staff

Pinewood Derby staff

Camporee staff

Campfire program

Lifeguards at Cub Pack Swin Night

Indian dancing at Blue and Gold dinner

Paper drive service corps

Broken Arrow Ceremony

Sponsor religious workship books at district camporee

Webelos Day service corps

Cub Olympics service corps

Camp Promotion visitations

Banquet service corps

Finance drives

COUNCIL LEVEL

Show and Do service corps

Camp Promotion visitations

Annual Banquet service corps

Fun Fair service corps

Collating Camping booklets

Camp Staff--long and short term camps

Paper drives

Swap Meet Service Corps

LODGE LEVEL

Host chapter for the Get Together

Host the work projects at the Work Weekend

Host the entertainment at the Work Weekend

Ceremonial Team at summer camp

Honors master at summer camp

Taskmasters at the Fellowship

Ceremonial Team at the Fellowship--Ordeal and Brotherhood

Host the cooking at the Fellowship

Banquet Program at the Fellowship

Discussion leader at the Chapter Officer Training Semianer

Host chapter at C.O.T.S.

Newsletter staff

Parlimentarian, or Lodge photographer

Different Chaimanships needed--Get Together, Service and Ideals.

Chapter Assistance, Nominations, Vigil Honor Screening,

Fellowship, and Arrow Editor as well as Lodge Meteu.

Chapter Assistance--The growth and success of your chapter

could benefit a chapter that needs your help in membership

unit elections, camp promotion or a number of areas.

Section Conclave participation

Section Conclave discussion leader

By laws or any other special committee

COMMUNITY LEVEL

Community events service corps--flag color guard

Dance team shows at community functions

Scout Camp Promotion presentation

Recruiting boys into Cubbing or Scouting

Ecology--conservation service

Orphanage or Senior citizens home visitations

Parade participation

Community crisis service corps

Your Chapter; exists to SERVE

FELLOWSHIPS

A fellowship is a Chapter's opportunity to induct new members of its District into the Order of the Arrow. Its goals are limitless including the most basic goals -- Service and Fellowship. This section is designed to illustrate how to go about conducting a fellowship, provide some helpful hints, suggest some sample letters and introduce the new Brotherhood questions.

A Typical Fellowship Agenda is shown, which gives you an idea of a sample agenda, and the Ordeal Candidate Roster enclosed can be used when registering your candidates.

Finally, the Spirit of the Arrow enclosed in this section will provide you with an idea of how the Order of the Arrow is a "Thing of the Spirit."

CONDUCTING A FELLOWSHIP

A successful fellowship should be planned well in advance, at least four to six months. Target dates should be set for completion of work by the various committees. The fullest cooperation is needed from everyone on the Executive Committee. The Chapter Chief selects a Chairman and Adult Advisor for the fellowship. As Chapter Chief, he is an ex-officio member of the committee. The chairman, with the help of the Chief and Advisor, selects chairman for the following committees:

ARRANGEMENTS	FOOD/BANQUST	PUBLICITY
BROTHERHOOD	ORDEAL MASTER	REGISTRATION
CEREMONIES	PROPERTIES	TRANSPORTATION

The duties of the various Fellowship Committees are as follows:

FELLOWSHIP CHAIRMAN -

The foremost responsibility of the Fellowship Chairman is to coordinate the efforts of all of the above mentioned committees to see that the fellowship will be a success. He should work closely with each committee to see if they are functioning properly and according to schedule. He should also seek approval from his District Executive. In addition to these respondsibilities, the Fellowship Chairman should:

Send out notices to units and Chapter members (publicity)

Set the prices on the fellowship (members, candidates)
- should include cost of sash, food, Spirit of the Arrow Booklets, transportation, O/A flap, other items

Secure the location and make necessary arrangements

Set up time schedule for fellowship

Handle registration with Registration and Treasurer

Set up Ordeal Masters and Taskmasters

Obtain Spirit of the Arrow Booklets and Sashes

Coordinate involved Committees and SET MOOD

ARRANGEMENTS COMMITTEE --

Procure fellowhip site. This should be done four to six months in advance of the fellowship. Check with your district executive and Lodge minutes to be sure that other important activities are not occurring on the same weekend. The site should have facilities for cooking, camping, special activities and ceremonies. Pick a place reasonably close to where your members live. If the site has not been used by your chapter before, an advance visit is necessary. Make sure a camping permit is secured by an adult chapter member. Specify the need, if necessary, for cooking, cabin and banquest

accommodations.

BROTHERHOOD COMMITTE -

This committee should work directly with the Unit Elections Committee and send out an INVITATION TO THE BROTHERHOOD CANDIDATES like FORM # 24 in this section. After a brotherhood candidate acknowledges that he will attend the fellowship, the BROTHERHOOD COMMITTEE should send him a CONFIRMATION LETER, similar to FORM # 25, also in this section. As the event approaches, The Brotherhood Committe should be reponsible for questioning the Brotherhood Candidates. These BROTHERHOOD QUESTIONS can be found in this section as FORM # 15. Finally, the Brotherhood Committee should with preparing the Brotherhood Candidates and preparing the Brotherhood Ceremony.

FOOD AND BANQUET COMMITTEE -

Plan a substantial meal. Stay away from dishes that are hard to prepare or difficult to produce. Pick a capable committee. It is the committee's responsibility to plan and cook the meals. be sure cooking area has the needed facilities for preparing meals as well as the required utensils. If not, secure them. Check water supply. In summary, the Fodd and Banquet Committee should be respondsible for:

Proposing a menu for a given budget

Purchase and transport food and misc. equipment

Seek donations to limit expenses

Be respondsible for incidental supplies (toilet paper etc.)

Plan a meal schedule

ORDEAL MASTER -

Appoint an Ordeal Master. He should be under 21. Being of mature nature, he will be the one who will be in charge of candidates during the Pre-Ordeal and Ordeal ceremonies, and who can make intelligent substitutions for health or weather conditions in the Ordeal proceedure. His helper will be TASKMASTER, with a ratio of on to five candidates. Taskmasters will work along with candidates and see that tasks are completed. Be sure there is no hazing! Candidates should get a feeling of satisfaction and accomplishment during the Ordeal, not a feeling of contempt.

PROPERTIES -

Appoint a small committee to build and care for all fires and other ceremonial equipment. This committee's respondsibilities are;

Build all ceremonial fires

Procure bow, candles, sahes and podium

Make torches if used

Obtain a burden

Repair or build a ceremonial ring

Store equipment, clean area, and extinguish all fires

Most of these items can be done well in advance of the fellowship.

PUBLICITY COMMITTEE -

This committee not only publicizes the date, time and location of the fellowship, but it also tries to promte all members to attend the fellowship. In addition the Publicity Committee should post road signs along the route within a couple miles of the camp so that the members and candidates will be able to find it without trouble. These signs, you will find, will be very important, and necessary, they should be visible at night.

REGISTRATION COMMITTEE -

All registrations for your fellowship should be mailed to your Chapter Corresponding Scribe or to your Fellowship Chairman. The Registration Committee should work closely with the Chapter Unit Elections Committee. It should notify those Scout elected, into the Order, of the Fellowship. This notification should take the form of a letter similar to the LETTER TO ORDEAL CANDIDATES (FORM #50) found in this section. A letter should also be sent to the chapter members announcing the fellowship. At the Fellowship, the Registration Committee should use an ORDEAL CANDIDATE ROSTER when registering the Ordeal Candidates as they arrive. In addition, the Registration Committee should be respondsible for:

Filling out the membership cards

New member orientation

TRANSPORTATION COMMITTEE -

The purpose of this committee is to make sure that all candidates and members have transportation to the fellowship. Emphasize that a lack of transportation should not hinder anyone from attending the fellowship. Get a list of drivers that have some extre room in their vehicles.

OTHER COMMITTEES

BANQUET PROGRAM -

Should be conducted in a dignified manner to compliment the beauty and impressiveness of the ceremonies. Have a banquet M.C. to plan the program. A suggested program could be:

Invocation
Chief's or Advisor's Minutes
Introduction of new members
Serving of food
Songs, skits, and stunts
Inspirational Talk
Ordeal Master's Talk
Calling out by year and honor
Closing - Arrow Song
Clean-up

CEREMONIAL TEAM

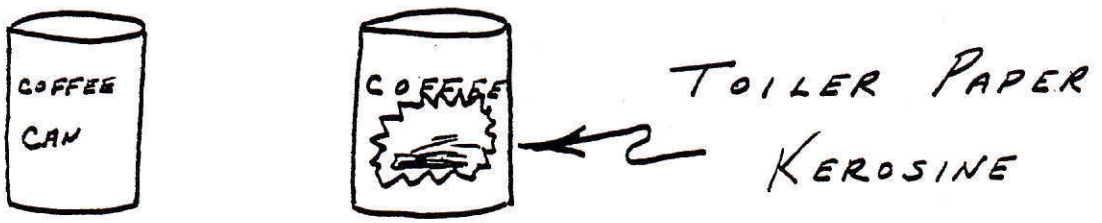
Make your ceremonies as impressive as possible so that they will Be a lasting memory for the candidates. The Chapter Meteu is the Chairman of this committee. The Ceremonial Team should be a standing committee of the chapter. It is composed of two teams with two people for each part if possible. All parts should be memorized. The following equipment is desirable for the ceremonies preformed at your fellowship:

Bonnets	Grease Paint	Bells
Head Bands	Rags	Shields
War Shirts	Cold Cream	Coup Sticks
Leggings	Drums	Ceremonial Booklets
Vests	Moccasins	
Matches	Sashes	Candles
Totems	Mirror	Torches
	Smudge Pots	

HINTS FOR A GOOD FELLOWSHIP

* Meet with the Camp Ranger or proprietor on order to know the limitations, regulations and work projects available. Secure all tools for the work projects.

* Smudge pots can be very effective in your ceremonies. They are east to make and can be used to light the trail to tour ceremonial ring. To keep them safe, have some Arrowmen stand by each pot. The only materials you need are coffee can, tissue ot toilet paper and some kerosine.



* Have the members of your Chapter wear complete UNIFORMS AND SASH whenever appropriate.

* All members who attend the fellowship should work. Suggested projects are available through the Council office.

* Have a contest to pick a design for a Fellowship Neckerchief. Neckerchiefs promote interest in the activity, but make sure they are manufactured and delivered at least two weeks before your fellowship.

* Have Pre-registration well in advance for two reasons; it will give you an idea of the number of members attending, and it will supply you with money to work with.

* Publicize, Publicize, and Publicize

* Remember to keep a spirit of cheerful service

* The best advice is to PLAN EARLY

TYPICAL FELLOWSHIP AGENDA

FRIDAY	6:30 - 8:30	REGISTRATION (Fellowship Registration Center)
	9:00	PRE-ORDEAL CEREMONY (Ceremonial Site)
	9:45	FIRST SESSION
	10:00	CRACKER BARREL
SATURDAY	6:30	CANDIDATES RISE
	7:00	MEMBERS WAKE UP
	7:30	BREAKFAST
	8:15	OPENING AND WELCOMING
	8:30	WORK DETAIL
	12:00	LUNCH
	12:45	SECOND SESSION
	1:00	WORK DETAIL
	5;45	BREAK FOR DINNER
	6:00	DINNER
	7:00	THIRD SESSION
	8:00	BROTHERHOOD CEREMONY (Ceremonial Site)
	9:00	ORDEAL CEREMONY (Ceremonial Site)
	10:00	BANQUET (Uniform and Sash)
	11:30	TAPS
SUNDAY	8:00	BREAKFAST
	9:00	CLOSING

Include places where the events meet.

ORDER OF THE ARROW CHICAGO AREA COUNCIL

Dear Order of the Arrow Candidate;

Congratulations upon being elected into the one of the most exciting facets of the Boy Scouts of America -- the Order of the Arrow. Now that you have been elected by your fellow scouts, you will undertake the Ordeal which will be held at the _____on_____.

To get to the camp.... (directions to the camp)

If you have any serious transportation problems, and you need a ride please call_____, Transportation Chairman at_____. He will try to get you a ride to the fellowship if you need one. Don't let a lack of transportation keep you from coming to the fellowship.

The entire cost of the fellowship for an Ordeal Candidate is $____. This includes meals, registration, and your Ordeal Sash. It is important that you be at the Fellowship Registration Center by 7:30 Friday night; the Pre-Ordeal Ceremony begins at 9:00.

It is absolutely essential that you bring the following equipment;

SLEEPING BAG	PONCHO AND/OR GROUND CLOTH
COMPLETE UNIFORM	WORK CLOTHES

If you have any questions you can call me at _____. Otherwise, we'll see you at the fellowship.

Steve Scout, Chairman
Fellowship Committee

----------TEAR OFF AND PLEASE SEND IN----------

THIS FORM MUST BE MAILED TO: Steve Scout AS SOON AS POSSIBLE
Fellowship Chairman
Address, Zip

Please check the appropriate box:

I will be attending the_____Chapter Fellowship and I have enclosed my $_____registration fee.

I will be attending the_____Chapter Fellowship, however, I will pay my registration at the Fellowship, Please reserve a place for me.

I choose not to be inducted at this time and I will not be attending the Fellowship.

Please make checks payable to (Fellowship Chairman)

I have transportation to the Fellowship.

I will need transportation to the Fellowship.

NAME_____ UNIT_____ADDRES_____

Owasippe Lodge #7 Boy Scouts of America

DEAR ORDEAL MEMBER:

From the inception of the Order of the Arrow in 1915, it was intended that all its members should be of the same rank or standing. Recognizing that the personal growth required to reach a full understanding of the traditions of the Order does not come immediately, the founders provided that the Order of the Arrow induction should continue over a period of months following the Ordeal. The Ordeal and Ordeal Ceremony brought to you many ideas that were new and difficult to comprehend. During the months that followed, you were encouraged to think about your Ordeal, and to deepen your understanding of its meaning by exercising the qualities of brotherhood and cheerfulness during continued service to your home unit. The experience gained during this vital period should strengthen your commitment to the Order's principles and enable you to accept the additional obligations and insights of the Brotherhood.

If you have continued faithfully to serve your fellowman and have completed the following requirements, you may now seal your membership in the Order through the Brotherhood ceremony:

.....Ten months' service as an Ordeal member
.....Registered active membership in Scouting
.....Registered active membership in the Order of the Arrow
.....Memorize the Obligation, the Order of the Arrow Official Song, and the Admonition

It is important that you not only qualify for the above requirements, but that you feel that you are prepared for the Brotherhood. Write a letter expressing your feelings to the Chapter Secretary in which you

.....Explain what you think the Obligation means
.....Describe how you have been fulfilling this Obligation in your troop or post and in your daily life, and how you have used your understanding of the traditions of the Ordeal to aid in your service
.....Describe the specific plans you have for rendering service to the chapter in fulfillment of the new pledge you expect to take

If you are ready to take this step, fill out the form enclosed and submit your written statement. Forward the form and the statement to the Chapter Scribe no later than _____ so that your name may be put in for nomination.

Yours in Fellowship,

CHAPTER SCRIBE

ADDRESS _____

_____

PHONE _____

PLEASE PRINT IN INK

NAME_____ PHONE_____

ADDRESS_____

CITY_____ STATE_____ ZIP_____

AGE_____

UNIT NUMBER_____ UNIT POSITION_____

DISTRICT_____

PLEASE BE SURE TO ENCLOSE THE LETTER ASKED FOR IN THIS LETTER!

DEAR ORDEAL MEMBER:

I have received your letter and am glad to hear that you are prepared to accept the additional obligations of the Brotherhood. This is an opportunity for you, as a member, to evaluate your past contributions to Scouting and the Order and to reaffirm your belief in the purposes of the Order.

Enclosed you will find a copy of eight (8) questions. You will be required to memorize the "Order of the Arrow Song", the Obligation and the Admonition. You will be expected to satisfactorily answer/explain the questions in your own words.

After the Brotherhood ceremony, you will become a "Brother" in the Lodge, thus concluding your Order of the Arrow induction. The Order is trying, thereby, to impress upon you the value of a life of cheerful service to others, and the knowledge that all others are your brothers.

The Ordeal consisted primarily of physical impressions, new associations, and additional preparation. The Brotherhood ceremony is one of deeper and quieter mental impressions for you.

The next Brotherhood ceremony will be conducted on:

_____ AT _____.

You will be required to attend the entire Fellowship commencing at _____ and end approximately _____.

Cost, including Brotherhood sash, will be $_____ and should be sent to:

_____

_____

_____

You are reminded that if your reservation is not received before _____, your opportunity to receive the Brotherhood at this time will be withheld. An opportunity will be available at another time.

Yours in cheerful service,

CHAIRMAN, BROTHERHOOD COMMITTEE

Phone_____

HK
1/77

FORM #25

BROTHERHOOD QUESTIONS

The eight questions for understanding the Ordeal are as follows:

QUESTION

WHO IS KICHKINET? NUTIKET? METEU? ALLOWAT SAKIMA?

ANSWER

Kichkinet is your guide in the ceremonies. He symbolizes helpfulness and friendliness. Nutiket is the guard of the circle. He upholds the tradition of cheerfulness. Meteu is the medicine man and representative of Brotherhood. He reminds us of our need to "love on another." Allowat Sakima, the mighty Chief, Symbolizes service. From him you accepted the Obligation of the Order.

QUESTION

HOW WAS THE ARROW REVEALED TO YOU IN THE PRE-ORDEAL?

ANSWER

Allowat Sakima praised your dedication to the Scout Promise, noting that this dedication prompted your companions to elect you to the Order. Meteu went on to point out that this dedication would also be greatly needed in the future. Confident of your firmness of purpose, he symbolizes your strength by shooting an arrow on a straight upward course, noting that it would take you directly to the Order's goal. You then tested the bow he had used to shoot the arrow in token of your willingness to make the journey which lies ahead.

QUESTION

WHAT ARE THE TESTS OF THE ORDEAL, AND WHAT DO THEY ILLUSTRATE?

ANSWER

The night alone focuses attention on your need for courage and self-reliance on the trail ahead. You must be willing to accept individual responsibility for your thoughts and actions, You will find that your course will set you apart from your friends, to the extent of isolation, but you must act according to your resolution regardless of what others do or fail to do.

Your pledge of silence emphasizes the continuing need for you to spend time in thoughtful silence. Difficult decisions will face you now and in the future, and you will need to deeply search your heart and spirit to find the resolution that will guide you onward successfully. The scant food test illustrates self-denial. You will often find it necessary to abandon mere personal comfort or desires in order to fulfill your obligation. The day of work indicates your willingness to give service, even when this service involves hardship and toil. In the Ordeal, you worked with the help and cooperation of other candidates and members, but now you must be ready to serve without the help and cooperation of others.

QUESTION

WHAT ARE THE THREE SYMBOLIC PREPARATIONS FOR THE OBLIGATION?

ANSWER

Before you enter the circle, you placed your hand on the shoulder of the candidate ahead of you to indicate your intention to continue in service to your own Scout or Explorer unit. Kichkinet, seeing that you had the same purpose, symbolized this bond of Brotherhood by binding you all together with the rope. Finally upon Allowat Sakima's direction, Kichkinet asked you to advance before the fire of cheerfulness.

QUESTION

WHAT IS THE TRADITION GIVEN US BY UNCAS, AS DESCRIBED IN THE LEGEND?

ANSWER

The legend relates how the peaceful lives of the Lenni Lenape Indians were threatened by neighboring tribes and distant enemies. Chief Chingachgook's call for volunteers to go and alert other villages of the tribe was met with apathy and indifference from tribal members. Uncas cheerfully offered his help despite the negative attitudes of everyone around him. He cared enough for others that he was willing to face hardship and danger to protect them from harm. Uncas clearly saw a high vision, and his desire for his brothers was that they could see it too. The self-sacrificing service given by Uncas and Chingachgook is said to have saved the tribe from annihilation.

QUESTION

WHAT IS THE SIGNIFICANCE OF ALLOWAT SAKIMA'S DESCRIPTION OF THE ARROW IN THE ORDEAL CEREMONY?

ANSWER

The Chief stated that the various qualities attributed to the Arrow are ingredients of leadership. His discussion is a continuation of Meteu's comments about the Arrow in the pre-ordeal. The Ordeal asks each one to act according to his highest sense of right, regardless of the attributes or actions of others. The four tests and the Obligation point the way, and Allowat Sakima revealed his way as one of real leadership, Any member who understands his Obligation and is striving to fulfill it inevitably becomes a center of strength in his troop or Explorer unit. His example sets the pace in cheerful service, and his dedication has a rich effect on those who know him. Although wearing the sash identifies a Scout or Explorer as a member of the Order, it is his efforts to fulfill his Obligation that truly distinguishes him and provides others with glimpses of the Arrow.

QUESTION

WHAT IS ORDEAL MEMBERSHIP?

ANSWER

Like the Ordeal, it is a time of trial during which your under-atanding of the traditions of the arrow will be put to the test. In the Ordeal ceremony, each advancememt you made into the circle was challanged, but your resolution and faithfulness in time of tesing enabled you to go forward. You will find this to be true also in the experiences ahead. By striving to fulfill your obligation, you will provide the higher vision of Brotherhood, cheerfulness and service to your fellow Scouts or Explorers, even as Uncas did for his tribe.

QUESTION

WHEN ARE YOU READY TO ACCEPT BROTHERHOOD MEMBERSHIP IN THE ORDER?

ANSWER

Successfully meeting the demands of the Obligation is usually rather hard for the first several months. Gradually, however, your dedication to it will bring about changes which will make it easier for you. Eventually, the Spirit of Cheerful Service will becaome almost second nature to you, and you will be fulfilling the Obligation as a natural part of your daily life. As this experience develops, you are beginning to SEE THE ARROW, and you are ready for the Brotherhood.

FORM # 15

SPIRIT OF THE ARROW

AND

CANDIDATE DISCUSSIONS

In order to fully appreciate the value of these discussions and to insure intellignet and effective leadership and participation in them it is necessary that we examine the purposes of these discussions. Essentially, there are two objectives: to enable the candidates to fully realize the significance of the Ordeal and make effective use of its opportunities; and, to prepare the new Arrowmen for active participation in the objectives and activities of the Order. With these principles in mind, we may determine the proper procedure. (Limit length of each discussion to no more than twenty minutes.)

WHEN

The recommended number of discussions is three. The first should be held on the evening of the Pre-Ordeal Ceremony, after the ceremonies and before the candidates have been placed for the night. The second should be held on the morning of the Ordeal, and the third on the evening of the Ordeal Ceremony, after the task has been finished.

WHAT

The first discussion should concern itself with emphasizing the purposes of the four requirements of the Ordeal and the importance of compliance with those requirements. (See the speech of Allowat Sakima in the Pre-Ordeal.) Special emphasis should be placed on the importance of the silence and the meditation, not only that night, but also throughout the following day. (See Meteu's speech after the testing of the bow.) It is well to impress upon the candidates the value of this meditation by challenging them to consider the reasons why they were chosen for this honor. Such a consideration will beof assistance in their formation of resolutions of greater service and devotion in the future.

The second discussion, the following morning, is merely a reminder and reemphasis of the previous night's ceremonies and discussion with special adaptation to the tests of that day.

The third discussion, that evening, ought to be devoted to explaining the nature and objectives of the Order (Chapter 1 of the Order of the Arrow Handbook), and the organization and activities of our Lodge and chapters.

HOW

The discussion leader should be a person with a broad understanding of the objectives, ceremonies, organization, and operation of our Order. Furthermore, he should be a person of mature judgment and have the ability to express himself clearly and concisely. It is important that he be friendly in his dealing with the candidates.

In the seessions, it is important to draw questions and answers from the candidates themselves. However, it is necessary to be most careful that the candidates are not made to feel ill at ease through constant questioning. The discussion leader should be prepared for the fact that the candidates will remember little of the ceremonies and often will be unable to express themselves.

We might summarize this with the following points. The discussion leader must:

1) Be familiar with his subject

2) Have prepared his talks

3) Cover the material, but do not bore

4) Stimulate the memory and thought of the candidates

5) Above all, keep in mind the tremendous responsibility that he bears

THE PURPOSE of the Order of the Arrow Induction Sequence is to guide the recognized Inspirational Leaders of Scout units to a better perception of brotherhood and cheerful service so they may, in turn, bring this inspiration back to their units in the form of an even more effective ezample for the Scouts. The Induction Sequence is extraordinarily well suited to the fulfillment of this purpose, but its meaning must be understood before its full potential as a character building device can be realized. To directly tell a candidate what he is to learn from his experience, however, robs the candidate of the thrill and inspiration of self-discovery which the Induction Sequence was designed to provide, and tends to reduce it to mere "preachment." Although orientation and instruction after the Ordeal ceremony may be helpful, the most effective result is obtained when the candidate can be stimulated to discover what his Ordeal means while he is actually taking part in it.

The set of four small booklets, which, when presented to an Ordeal candidate as directed, will greatly impove his ability to discern the deepest meanings inherent in the Ordeal. The candidate, in reading each booklet, finds himself silently being counseled by the Spirit of the Order of the Arrow, who, through the Ordeal, is testing the candidate in preparation for the fulfillment of a "great purpose."

These encounters make it readily possible for the candidate to sicover for himself the full meaning of:

The ceremony of shooting the arrow

The bow and the ceremony of testing the bow

The four tests of the Ordeal

The symbolic preparations for the Obligation

The Legend

The Ordeal Ceremony vision of the Arrow

The Admonition

The nature of active membership in the Order

Numerous closely related subordinate themes also appear in the series.

All the ideas in the booklets are presented to the Scout in small capsules at times when he is most ready to receive them and, in the fourth booklet, are brought to a sharp climactic focus centered on the "great purpose" he is to fulfill as an Arrowman. He discovers that his purpose is to exemplify the qualities of brotherhood and cheerful service so that his fellow Scouts can better understand how these virtues operate in daily life.

KICHKINET

Kichkinet's presence is absolutely essential during Ordeals in which "Spirit of the Arrow" is used. In booklet #2 of the series, the Spirit of the Order of the Arrow states"...your guide is a very fine brother and I think you will enjoy being acquainted with him. His name is Kichkinet. He knows and represents me very well, He cares about you and wants you to succeed. He knows and represents me very well."

The ceremonies describe Kichkinet as the friend and guide of the candidates. Their encounters with him during the day should yield insights about the Obligation even before they hear it in words. An Arrowman with an exceptionally well-developed spirit of helpfulness and friendliness should be chosen for the part of kichkinet. In addition to his duties in the ceremonies, he should be on hand to assist the candidates and care for their needs during the Ordeal.

Kichkinet awakens the candidate in the morning and immediately gives them each a copy of booklet # 2. In addition to guiding them from place to place as required, he should also take every opportunity to help the candidates in simple and thoughtful ways. (For example, candidates will appreciate being offered a cup of cold water on a hot afternoon.)

Since the candidates are pledged to silence, Kichkinet must anticipate their needs and provide for them in advance; he should <u>never</u> ask questions since this tempts a candidate to violate his pledge of silence. In emergencies, Kichkinet may grant permission to speak, and must notify the candidate when silence is to be resumed.

During the day of the Ordeal, Kichkinet should wear a simple and functional Indian costume to establish his identity, and he should be the only costumed member of the ceremonial team visible to the candidate.

DISTRIBUTION OF THE BOOKLETS

The "Spirit of the Arrow" booklets are to be given as follows;

BOOKLET NO. 1 "ARE YOU PREPARED?": is given to the candidates shortly before the Pre-Ordeal. If a callout or tapout immediately precedes the Pre-Ordeal, give booklet no. 1 out in the tapout or immediately afterward. If there is a long time-gap before the Pre-Ordeal, give booklet no. 1 to the candidates when they check in on the evening of the Pre-Ordeal.

BOOKLET NO. 2 "GOOD MORNING MY FRIEND": is given to the candidates by Kichkinet when he awakens them in the morning.

BOOKLET NO. 3 "WHAT AM I ?" is given to candidates with their evening meal before the Ordeal ceremony.

BOOKLET NO. 4 "A NEW TASK NOW LIES BEFORE YOU": is given to the new members as soon after the completion of the Ordeal ceremony as possible.

Each booklet should be distributed to the candidates by a different person so that candidates will not mistakenly think that the Spirit of the Arrow is a specific person. NO ONE SHOULD EVER COMMENT ABOUT OR ATTEMPT TO INTERPRET THE BOOKLETS FOR HIS CANDIDATES. The booklets will take on a mystical character which will enhance their effect if no member appears to be aware of them.

PRE-INDUCTION TALKS

PITS are to be given after dinner the hight of the induction ceremony. The purpose of the talk, which is the most intimate one the candidate will receive in the Ordeal is teofold: 1) To verify that the candidate has met all the requirements and passed the Ordeal thus far; 2) To make sure that the candidate's psychological level is sufficient for induction.

Thus, the PIT is very important:

1. Introduction
   a. Introduce yourself to the candidate and take him off silence
   b. Inquire of his Scouting history -- troop, rank, offices, etc.
   c. Ask of prior knowledge of the OA.

2. The Ordeal (<u>the candidate does most of the talking</u>)
   a. Have the candidate name and explain the 4 parts of the Ordeal. Discuss:
      1. Self-Control: number of words spoken? Why?
      2. Self-Reliance: Sleeping out -- did he find a spot? What did he think about it?
      3. Service: Work and Brotherhood, What did he do? Did he do his very best?
      4. Self-Denial: Food -- Why did we feed him so little?

   b. Have him name the three ideals (WWW) of the OA from his experience (don't press too hard).

3. Emotional Maturity
   a. Why does he think he was elected?
   b. Does he still wish to become a member? Why?
   c. Has he completed the Ordeal as best he could? Have him self evaluate.
   d. Does he feel he is ready to come a member? If yes, go on, or else contact the Honorsmaster.
   e. If he becomes a member, will he continue to practive the 3 ideals?
   f. Personal touch (very important)
      1. Add a note of personal friendship (as a Brother)
      2. Congratulate him on his success in the Ordeal. (If you feel there is s problem, do not add on these closings, instead, close in another manner and contact the Honorsmaster!)
      3. Have him watch carefully what goes on the rest of the evening.
   g. Place him back on silence, and take him back to the rest of the candidates.

FINANCES

CHAPTER CHECK REQUISITION (Form 4)

This form, when properly completed, authorizes th Council to draw a check upon chapter funds to the party and for the purpose described on the form.

CHAPTER FUNDS DEPOSIT FORM (Form 5)

This form is completed when a chapter deposits any funds in its account.

AT ALL TIMES, BE SURE TO INCLUDE YOUR CHAPTER NAME AND ACCOUNT NUMBER. IF YOU DO NOT KNOW THEM, ASK THE LODGE TREASURER.

DEPOSITING OF FUNDS

Funds may be deposited by filling out a deposit slip and depositing the funds at the Council Service Center. The depositing may also be done by mailing the deposit slip and the funds (in the form of check or money order) to the Chicago Area Council office, or by bringing them into the Council office. If the deposit is done by mail, a receipt will be sent by return mail.

WITHDRAWAL OF FUNDS

Funds may be withdrawn by filling out a chapter check requisition and mailing this to the Camping Service at the Council office. Assuming this withdrawal is properly signed by the authorized persons and is for the proper disbursement, a check will be issued by the Council and mailed to the party named on the requisition.

MONTHLY STATEMENTS (FORM 6)

Each month each chapter receives a monthly statement of its account. This form shows the balance in the chapter's account at the beginning of the month, any deposits or withdrawals, and the balance at the end of the month.

The fiscal year for Owasippe Lodge and its chapters will be from January 1 to December 31. Each active member of the Owasippe Lodge will pay dues to the Lodge annually. Upon receipt of said dues at the Council office, the Lodge Treasurer will issue an annual membership card to each paid member. Dues will be due at the Council

Service Center before January 1. If unpaid after January 31, the dues will be considered to be delinquent, and an additional fee will be added to the regular dues.

ALL DUES WILL BE PAID BY MEMBERS THROUGH THEIR RESPECTIVE CHAPTERS. THE CHAPTER TREASURER WILL SUBMIT DUES ON THE TRANSMITTAL FORM, AND ACCORDING TO THE PROCEDURES CURRENTLY ACCEPTED BY THE LODGE.

DIRECT ANY QUESTIONS REGARDING FINANCES TO THE LODGE TREASURER.

ALL NECESSARY FORMS ARE AVAILABLE THROUGH THE LODGE AT THE CHICAGO AREA COUNCIL OFFICE, 300 WEST ADAMS STREET, CHICAGO, ILLINOIS 60606.

CENTRAL BANKING CUSTODIAL ACCOUNT

Owasippe Lodge has an account for each chapter where it can deposit money and withdraw money like a regular savings account, however, no interest is earned. If given proper notice, a chapter can withdraw any amount, provided the proper forms are used.

Each chapter should accept the opportunity to use the Custodial Account. Its purpose is to provide a place for money without the problems that occure in a private bank or savings and loan. More times than not, money of a chapter becomes dormant in a bank and the account thus becomes closed. Problems also ar-ise when there is a great turn-over in chapter officers and advisors. Signatures create difficulties, and merging chapters incure problems when records are lost or misplaced. Scouts are supposed to be Trustworthy, but sometimes it isn't too smart to trust a large amount of money to one or two people. They just might pick up and leave, with the chapter's money. Don't kid yourself, it's happened. Always remember to have at least three signatures required to withdraw money from your accounts.

Again, please take advantage of the Central Banking Custodial Account. Give it a chance, and it will work.

If you have questions regarding your account, always ask the Lodge Treasurer, and he will get you the answer.

CHAPTER FUNDS DEPOSIT FORM

DISTRICT_____ CHAPTER_____

The _____ Chapter of the Owasippe Lodge hereby submits $_____ for deposit in its account with the Chicago Area Council, Boy Scouts of America, subject to the normal accounting procedures of the Chicago Area Council

DATE	ITEMS	NET AMOUNT

LIST SOURCES OF INCOME ABOVE

FUNDS TRANSMITTED BY: _____

MAIL RECEIPT TO:

_____

_____

_____

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1/77

FORM #5

OWASIPPE LODGE #7 CHICAGO AREA COUNCIL

CHECK REQUISITION

DISTRICT _____ CHAPTER _____

PAY TO THE ORDER OF: _____

ACCOUNT NUMBER _____

DATE	ITEMS	NET AMOUNT
DATE NEEDED	SEND TO: (IF OTHER THAN PAYEE)	

SUPPORTING EVIDENCE (BILLS) MUST BE ATTACHED TO THIS FORM

FOR CHAPTER EXPENDITURES ONLY:

CHAPTER ADVISER _____ DATE

CHAPTER OFFICER _____ DATE

DISTRICT EXECUTIVE _____ DATE

FIELD DIRECTOR _____ DATE

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1/77

FORM #4

ACTIVITY BUDGETING AND ACCOUNTING SHEET

FOR _____ PROJECT NO. _____

TYPE OF ACTIVITY _____ ☐ COUNCIL ☐ DISTRICT _____

PLACE _____ TO BE HELD ON _____

DEPOSIT FUNDS IN ACCT. NO. _____ CHARGE TO ACCOUNT NO. _____

PREPARED BY _____ DATE _____

APPROVED BY FIELD DIRECTOR _____ DATE _____

APPROVED BY DIR. OF FIELD SERVICES FOR ANY DEFICIT-COUNCIL PATCHES _____

INCOME	BUDGET	ACTUAL	
	$	$	
TOTALS	$	$	$

EXPENDITURES (ITEMIZED)	BUDGET	ACTUAL	
	$	$	
TOTALS	$	$	$
BALANCE OR DEFICIT			$

INSTRUCTIONS:

1) Make up four (4) copies
2) Secure Field Director's approval
3) File copy with Comptroller who assigns project number
4) File copy with service counter, 1 copy with F.D., 1 copy with D.E.
5) Show project number on all invoices, etc.
6) Record actual purchases on back of form
7) After activity, complete form, attach invoices, delivery slips, receipts, purchase orders and turn in to Comptroller
8) Handle ALL RECEIPTS through Council office-DO NOT HANDLE ON NET BASI

OVER

ACTIVITY EXPENDITURE RECORD

ACTIVITY ACCOUNT NUMBER_____

(ENTER NAME EXACTLY AS CHECK IS TO BE DRAWN)

DATE	SUPPLIER (COMPANY OR INDIVIDUAL	PURCHASE ORDER NO.	AMOUNT	PAYMENT RECORD

This is to certify that all the expenses related to this activity have been listed above and there are no outstanding commitments.

SIGNED: _____

Turn this report in to the Comptroller

OWASIPPE LODGE #7 CHICAGO AREA COUNCIL

FINANCIAL STATEMENT

CHAPTER_____ THE_____ MONTH

ACCOUNT NO._____ ENDING_____, 19____

	MONTH	TO DATE
OPENING BALANCE		$
RECEIPTS		
DISBURSEMENTS		
NET RECEIPTS (DISBURSEMENTS)		
CLOSING BALANCE		

Computed to the nearest dollar

Prepared each month for the Chapter Treasurer:

_____

_____

_____

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1/77

FORM #6

CHAPTER ACCOUNT NUMBERS

CHAPTER	DISTRICT	DEPOSIT	WITHDRAWL
WULIHAN	PHOENIX	5471 - 01	6471 - 01
KANANI	AUSTIN	5471 - 02	6471 - 02
OJIBWA	CHIPPEWA	5471 - 03	6471 - 03
LANGOMA	CALUMET	5471 - 04	6471 - 04
UTENEY	CICERO	5471 - 05	6471 - 05
QUIGEU ANEY	TIMBER TRAILS	5471 - 06	6471 - 06
SUKEU	WESTERN TRAILS	5471 - 07	6471 - 07
HOPOAKAN	FRONTIER	5471 - 08	6471 - 08
KIOWA	MIAMI	5471 - 09	6471 - 09
KENEU	INDIAN BOUNDARY	5471 - 10	6471 - 10
LUMMENEPEC	LAKEVIEW	5471 - 13	6471 - 13
CAHOKIA	PATHFINDER	5471 - 17	6471 - 17
LENACHA	PIONEER TRAILS	5471 - 18	6471 - 18
NAJU-AMOCHOL	PORTAGE	5471 - 19	6471 - 19
OKAWITA	MIDWAY	5471 - 20	6471 - 20
SEQUOYAH	ENGLEWOOD	5471 - 22	6471 - 22
TIONONTALI	IROQUOIS	5471 - 23	6471 - 23
TCHITANI MAWAT	MARQUETTE TRAILS	5471 - 24	6471 - 24
METI GOMEZ	TRI-RIDGE	5471 - 26	6471 - 26
ACHEWON	SAUK TRAIL	5471 -	6471 -

*Please use these Account Numbers on your Deposit Form and Withdrawl Form.

gc

OWASIPPE LODGE/ORDER OF THE ARROW
CHICAGO AREA COUNCIL
300 West Adams Street, Chicago, Illinois 60606

"HAND OF SERVICE AWARD"

The "Hand of Service Award" is an honor to be awarded to Chapters annually upon completion of the following requirements:

I. MANDATORY REQUIREMENTS

The following four (4) requirements must be satisfied:

1. The Chapter must have an active camp promotion team. A camp promotion report should be submitted to the Lodge before the November Executive Meeting.

2. Seventy-five percent (75%) of the eligible registered Chapter membership must be Brotherhood.

3. The Chapter must conduct at least one service project during the year, other than the Chapter Fellowship. A service project report must be submitted to the Lodge before the November Executive Meeting.

4. The Chapter must be represented at all Lodge events, with the exception of one meeting and one activity. Absence from the meeting or activity however, must be reported to a Lodge Officer or Advisor one week prior to an activity, or any time prior to a meeting. The Chapter Officers' Training Seminar, COTS, must be attended. Lodge events include the Get-Together, the Work Weekend, the Section Conclave, the Fall Fellowship, and the Annual Banquet. Lodge Officers and Advisors, as well as active Lodge Committee Chairmen are not counted as representatives. If the Lodge Meteu is a Chapter Chief, he will count as representing his Chapter.

II. CHAPTERS MUST FULFILL ONE OF THE TWO REQUIREMENTS LISTED BELOW:

1. There must be an increase in Chapter membership of five percent (5%) or more over the previous year.

2. At least forty-two percent (42%) of the Scouts in the district must have a long-term summer camp experience.

These requirements become effective on January 26, 1977, and replace all prior requirements. The judging period will conclude with C.O.T.S.In subsequent years, the judging period will begin with the Lodge banquet and conclude with C.O.T.S.

It is the belief of the Lodge Officers that this award can be earned by every Chapter. If each Chapter can do its part by qualifying for this award, Owasippe Lodge has a chance to earn the E. Urner Goodman Award, and improve the quality of the Arrow and Scouting in the Chicago Area Council.

RESOLUTION AS OF MARCH 2, 1977

REGARDING REQUIREMENT NUMBER FOUR UNDER MANDATORY REQUIREMENTS, FIVE (5) MEMBERS CONSTITUTE REPRESENTATION AT A LODGE EVENT, EXCLUDING THE SECTION CONCLAVE, WHICH IS A SECTION EVENT.

* * * * * * * * * * * * * *

CHAPTER CHECK LIST

EVENT	CHIEF	ADVISOR	OTHERS
JANUARY LODGE MEETING			
FEBRUARY LODGE MEETING			
LODGE GET TOGETHER			
APRIL LODGE MEETING			
MAY LODGE MEETING			
LODGE WORK WEEKEND			
JUNE LODGE MEETING			
SECTION CONCLAVE			
SEPTEMBER LODGE MEETING			
LODGE FELLOWSHIP			
OCTOBER LODGE MEETING			

LODGE FUNCTIONS

CHAPTER OFFICER TRAINING SEMINAR

Also called C.O.T.S; the Chapter Officer Training Seminar is a very important event for all chapter officers. Training seminars are held for Chiefs, Vice-Chiefs, Treasurers, Scribes, Camp Promotion Chairman, and Unit Elections Chairman. Other seminars include Costuming, Publications, and Fellowships.

LODGE BANQUET

Social event of the year for all Arrowman! Dinner and program include awards for Hand of Service, and other service recognitions Vigil call out, as well as the installation of the new Lodge officers, usually are the highlight of the evening. Sometimes we get lucky and get special guest speakers, in addition to some pretty special slide presentations.

WORK WEEKEND

The Work Weekend is mostly a fun and work weekend at Owasippe Scout Reservation. "Work is preparing the camp for the summer. The Work Weekend is also a good time to meet other Arrowmen.

LODGE FELLOWSHIP

Weekend comparable to Chapter Fellowships except the chapters combine their best into one outstanding weekend.

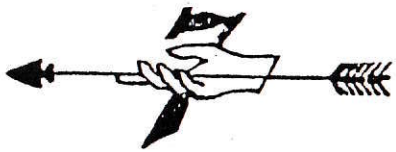
LODGE GET TOGETHER

This is a day of fellowship for all Arrowmen. The Get Together is a great place to exchange ideas and techniques, as well as, just getting to know each other. Patch swapping, indian dance competition, and slide presentations are usually the program for the day.

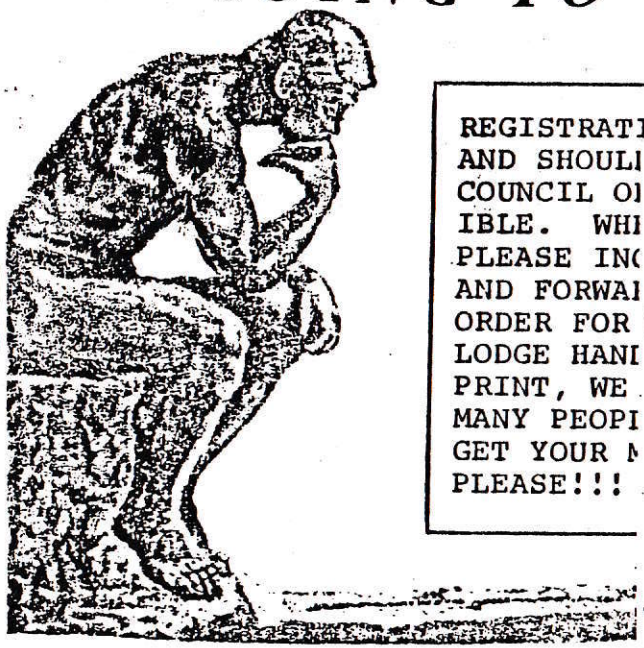
Section III-A Conclave

THINKING ABOUT GOING TO

OWASIPPE LODGE



ORDER OF THE ARROW



REGISTRATION IS $1.00 PER PERSON
AND SHOULI
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IBLE. WHI
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AND FORWAI
ORDER FOR
LODGE HANI
PRINT, WE
MANY PEOPI
GET YOUR M
PLEASE!!!

OWASIPPE LODGE PRESENTS ITS...

DANCE COMPETITION

Saturday, June 18th

Yorkville 2:00

C.O.T.S.

SATURDAY, DECEMBER 3 RD, 1977, AT THE FIRST
TRINITY LUTHERAN CHURCH, 31 ST AND LOWE AVE.
ALL MEMBERS OF THE OWASIPPE LODGE ARE INVITED
ECTED CHAPTER OFFICERS AND

WEEKEND WORK

GET TOGETHER

MEETINGS

CHAPTER EXECUTIVE COMMITTEE MEETINGS

It is suggested that the Executive Committee plan, in the early spring, the dates it wishes for the succeeding year's activities, such as meeting nights, banquets, fellowships and social events. With a tentative schedule, the Adviser, as a member of the District Camping Committee, should be present at the District Planning Meeting in the spring so that the Arrow dates are not in conflict with Council events. This committee must meet at least four times a year.

This preplanning should not interfere with the meeting of the Executive Committee in the fall, but should give it a basis on which to work.

INITIAL EXECUTIVE COMMITTEE MEETING

At the beginning of each January, a meeting of all Chapter Officers, Advisers, the District Executives and Camping Chairmen must be held. The program for the entire year should be outlined at this meeting. The following items should be considered:

1) Appointment of all Committee Chairmen and Advisers

2) Scheduling of all major chapter events such as time and place of fellowships, banquets, unit elections, camp promotion projects, service projects, special events, district events, etc.

3) Scheduling of chapter meetings, including date and place of meeting, current items of business that will be discussed, special programs or themes for each meeting, etc.

4) Outline the duties and responsibilities of each officer, Adviser and Committee Chairman

This meeting should be an informal business meeting presided over by the Chapter Chief. Everyone should be allowed to give his views as to the objectives, goals, and activities of the chapter for the coming year.

When chapter events are scheduled, the dates and places of district, Council and Lodge activities should be kept in mind so as not to cause conflicting interests. The Executive Committee of the chapter must work closely with the District Camping Committee Chairman in

order to integrate the chapter with the district's activities. The chapter should be of assistance to the district whenever and wherever possible, especially in the field of camp promotion.

The Treasurer's report should have been audited at the end of the previous December, and a report should be given at the January meeting.

REGULAR EXECUTIVE COMMITTEE MEETINGS

Preceding each chapter meeting, a meeting of the Chapter Executive Committee should be held. This meeting should include all Officers, Advisers, the District Executive if available, and the Chairmen of all the currently active committees.

The purpose of this meeting is to discuss and plan current chapter events so that time need not be wasted at the chapter meeting. The Chapter's Delegate to the Lodge Executive Council should give a report, and the minutes of the Lodge Executive Council should be reviewed. Officer and committee reports to the chapter should be brief and concise.

CHAPTER MEETINGS

The purpose of the chapter meeting is first, to inform the members of the business, activities and progress of the chapter. Second, the chapter meeting should be planned to help develop the personalities and leadership capabilities of all the chapter members. This can be accomplished by involving the members of the chapter in activities as soon as possible, especially the newer brothers of the chapter. Encourage them to participate in committee work and special events.

The chapter members should be able to gather information from the chapter's program and still have it be informative and educational. Develop a chapter program committee, encourage your Arrow brothers to make presentations and bring in outside personnel for demonstrations and presentations. Keep your programs varied and flexible.

NOTES

- BE SURE TO ASK IF THERE IS ANY BUSINESS FROM THE FLOOR.
- TRY TO INCLUDE SOME FORM OF ENTERTAINMENT SUCH AS A SPEAKER, FILM DISPLAYS, OR GROUP SINGING.
- MAKE YOUR CHAPTER MEETING SOMETHING THAT IS WORTH ATTENDING. BE SURE TO INVOLVE AS MANY MEMBERS AS POSSIBLE IN PROJECTS AND COMMITTEES, AND IN LEADERSHIP POSITIONS.

A TYPICAL MEETING SHOULD BE CONDUCTED AS FOLLOWS

BUSINESS:

CALL MEETING TO ORDER	-	CHIEF
OPENING	-	METEU
READING OF MINUTES	-	SECRETARY
APPROVAL OF MINUTES		
TREASURER'S REPORT	-	TREASURER
EXECUTIVE COMMITTEE REPORT	-	CHIEF
COMMITTEE REPORTS (WHEN NECESSARY)	-	COMMITTEE CHAIRMEN

FELLOWSHIP

BANQUET

TRAINING

MEMBERSHIP

SERVICE AND IDEALS

CAMP PROMOTION

CEREMONIAL TEAM

PUBLICATIONS

SPECIAL

OLD BUSINESS

NEW BUSINESS

PROGRAM: This constitutes the major and most important part of your meeting. It should be worthwhile. The following material is presented to help achieve this goal.

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1/77

FORM #21

MEMBERSHIP

To become a member of the Order of the Arrow a Scout or Explorer os chosen by vote of the boys in his unit. This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the Iodge. However, lodge members in the unit have a vote just as non-members. In this way membership is controlled by boys in their own units and not by those who are already Arrow members.

This section contains an Order of the Arrow Fact Sheet and Proceedures on Unit Elections. It is important that the members of the unit have the requirements to become a candidate properly explained. This is why you will find a copy of the Order of the Arrow Membership Requirements in this section.

As to having your Unit Elections Committee visit a unit, their is a sample letter about Announcing your Unit Election (Form #12), and a sample Confirmation Letter (Form #13), which is sent to the Scoutmaster after the Unit Election. Also included is the Unit Election Report you are to use.

If you need information on Brotherhood Membership, you will find it in the Fellowship section of this handbook.

And also, you will find what you need on the Vigil Honor in this section, and a Vigil Honor Petition (Form #23).

Membership is important because it sustains the activity of a good Arrow program in your district. Your Unit Elections Committee should begin elections during January, and it should work directly with the Fellowship Committtee when your Fellowship rolls around.

How do you re-register your members? A Transmittal Form (Form #7) and a sample membership card is enclosed in this section.

Once you have inducted new members, New Member Orientation becomes important. Imform them of everything that is going on in your chapter and get them involved so they can qualify for Brotherhood Membership.

Membership begins on the Chapter level. The Lodge is counting on you to keep your members active!

ORDER OF THE ARROW

FACT SHEET

BACKGROUND INFORMATION:

HISTORY The Order of the Arrow was founded by E. Urner Goodman and Carrol A. Edson in 1915, at the Treasure Island Scout Camp of the Philadelphia Council, Boy Scouts of America. It became an official program experiment in 1922, and was approved as a part of the BSA program in 1934. It was completely adopted as part of the national camping program in 1948 as a national brotherhood of honor campers of the BSA.

MEMBERSHIP The Order has over 350,000 members in lodges in nearly 500 local councils of the Boy Scouts of America.

ELIGIBILITY To become a member, a boy must be a registered Scout who has reached the rank of First Class or a member of the Exploring Division, BSA. All boys must have spent a minimum of 15 days and nights of Scout camping (including a long-term camp). Boys are elected in their troop or post by those who are not members, as well as members already in the Order.

PURPOSES The four purposes of the Order of the Arrow are:

1) To recognize those Scout campers who best exemplify the Scout Oaths and Law in their daily lives

2) To develop and maintain camping traditions and spirit

3) To promote Scout camping

4) To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

LODGES The Order of the Arrow Lodge is an integral part of the camping and activities program of the local council and helps to improve and promote camping. Many lodges organize chapters based on smaller geographical areas in order to share the responsibilities of the Lodge.

SE IONS — An Order of the Arrow section consists of from 6 to 10 local Lodges. Once every year or two representatives of the Lodges in the section come together for a section fellowship training conference. Every two years, about half of the elected section conference chiefs form the conference committee for the National Order of the Arrow Conference.

C DEAL MEMBER — The induction ceremony, conducted at a Scout camp, is called the Ordeal. During the Ordeal, the candidates are tested through silence, work, scarcity of food, and sleeping apart from the other campers. In a discussion period, the candidate is given an opportunity to learn the symbolism of the Ordeal Ceremony.

BROTHER-HOOD — After 10 months of service, a member may participate in the Brotherhood Ceremony, which places further emphasis on the ideals of Scouting and the Order.

VIGIL HONOR — After 2 years as a Brotherhood member, an Arrowman may be petitioned for the Vigil Honor. It is a high mark of distinction and recognition reserved for those Scout, Explorer and Scouter members of the Order, who, by reason of exceptional service, personal effort, and unselfish interest (leadership in service), have made distinguished contributions beyond their immediate responsibilities to their Lodge, the Order of the Arrow, Scouting or their Scout camp.

HK
1/77

FORM #19

UNIT ELECTION PROCEDURES

Attend the Chapter Officers' Seminar so you will have first-hand information.

1. List names of all eligible candidates on unit election form. PRINT CLEARLY ALL INFORMATION.

2. Be sure town is listed when outside Chicago. Also zip code.

3. Determine the number of names a boy can write on ballot. See chart.

4. Determine how many votes are necessary for election. One half number of votes cast (round off by dropping odd number).

5. Check off those elected.

6. Have proper signatures affixed.

7. MAIL original (white) and first copy (yellow) to Owasippe Lodge, Chicago Area Council, Boy Scouts of America, 300 West Adams Street, Chicago, Illinois 60606, IMMEDIATELY.

8. After approval by Lodge Secretary, first copy (yellow) will be returned to you date-stamped to indicate approval. YOU CANNOT INDUCT THOSE ELECTED UNTIL LODGE APPROVAL HAS BEEN GIVEN. Any missing information will only delay approval. Allow one month between last unit election and fellowship so approval can reach you in time.

NON-UNIT SCOUTER ELECTION

Petition on proper form must be in hands of Lodge Chief prior to the first Wednesday of each month so it can be approved at Lodge Advisory Meeting.

For a Chapter to be in good standing, CHAPTER CHIEF AND ADVISOR or their delegates must be present at two-thirds of all Executive Committee Meetings (Lodge Meeting), as well as represented at Lodge events.

Please present your fellowship dates as soon as possible so they can be included in Lodge calendar and printed in Owasippe Arrow. This will help those Chapters who cannot hold a fellowship because of numbers or a Chapter who has elected candidates unable to attend their fellowship.

We must have correct addresses. All returned mail costs thirteen cents per item. This can affect your Lodge dues.

Unit Election Procedure

1. Inform units of elections by mail well in advance. At a time determined by the lodge, letters are mailed to troop and post leaders announcing the elections. The date and place of the election is determined by the unit leader, in coordination with the elections committee of the lodge or chapter at least 60 days in advance of the election.

2. Hold the election at the time and place determined by the unit leader with Scouts or Explorers assembled with their unit leader ready to elect candidates.

3. Before the election, the OA team must secure from the unit leader verification that at least 50 percent of the registered ACTIVE unit membership is present 50 percent of ACTIVE male membership in coed speciality post. If 50 percent is not present, an election cannot be held. The number registered and the number present are entered in the spaces provided on the unit elections report form illustrated. If the unit leader is an Arrowman, he may explain to the group the purpose of the Order of the Arrow and the basis upon which candidates should be selected and describe the method of election. If the unit leader is not a member of the Order, a member of the OA term with the unit leader's consent should make this presentation, the object being that election leadership is a cooperative effort of the unit leader and the OA team. The Order should be represented by a two or three member team from the lodge or chapter unit elections committee.

Registered Active Member

In Boy Scout troops every registered ACTIVE member of the troop under age 18 at the time of election is eligible to vote. In Explorer units every registered ACTIVE male member of the unit under age 21 at the time of the election (except associate post Advisor) is eligible to vote.

A Boy Scout or Explorer who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a young man away at college who participates in some unit activities when home, such as a camp-out, camporee, or occasional unit meeting, should be considered as a registered active member.

A boy who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure.

4. The unit leader provides a list of all registered active members of his unit who he certifies meet all eligibility requirements, including attitude and participation. The names of these members are entered on the report form and the unit leader signs the certification.

5. The election team leader explains the following to the unit leader:

   - This is the current method of election, and it supersedes all previous methods.

   - There is no fixed quota. All eligible boys who receive votes from at least 50 percent of those who turn in ballots are elected. In the event that no one is elected a second vote may be held immediately, and the result of this vote will be final.

6. The election team determines the maximum number of names a voter may list on his ballot by reading the illustrated chart as follows:

   - Find the number of boys eligible for election in the first column. (NOTE: Boys who are already members of the Order of the Arrow must not be counted as eligible.)

   - The maximum number of names a voter may list on his ballot is given by the number immediately to the right on the line in the second column. Example: Voters in a unit having 9 eleigible may list no more than 5 names on their ballots.

   - If there are more than 20 eligible in the unit , one-half the number eligible may be listed on each ballot. If the number eligible is uneven, round the figure upward before dividing by 2.

7. The team conducts the election that follows the instructions on page 56-60. If the election team uses an alternate ceremony they should be sure to study the following points.

   - Select the candidate who in your opinion have set the best examples of brotherhood, cheerfulness, and service.

   - Vote only for those you believe will continue in unselfish service to your troop.

   - If you feel that no one is worthy turn in an unused ballot.

   - If you are new in the troop and do not know the candidates will enough to vote wisely you may obtain by not turning in a ballot at all and this will not affect the final result.

   - If you vote for fewer than the maximum number allowed you will in affect be casting a vote against all others listed.

- Boys eligible for election also vote and they may vote for themselves if they feel the are the most worthy.

8. When the voting is finished the election team counts the number of ballots turned in and enters the number on the unit election report.

9. The team determines the minimum number of votes one must receive to be elected as follows: if the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a boy must receive to be elected is entered on the report for (see sample).

10. The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, this result is final. If no one is elected, the team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the Order, the election procedures, and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second election is then held immediately, and if the unit still elects no one, this is the final result for the year's election. The team places a check mark next to the names of those who have been elected.

Announcement of Results

As soon as the election is completed, the unit leader may announce the names of members who have been elected to the entire unit. Names and addresses of the newly elected candidates must be forwarded to the lodge membership committee immediately. Candidates will be called out or tapped out at the earliest possible time, either at summer camp, a camporee, or a special ceremony.

Lodges can arrange to conduct a tap out ceremony at the Explorer post meeting immediately after the election.

The names and addresses (plus additional information the local lodge feels is necessary) are listed on the election report form. Team members sign the form and mail it to the specified address.

Candidate Status

After election a Boy Scout, Explorer, or adult remains a candidate until he takes the Ordeal. If this period of candidacy exceeds 1-year, his name is dropped and he is no longer a candidate. To become a candidate again, he must be reelected. The executive committee of the lodge may extend the 1-year period between election and induction if a candidate is ill or there are other unusual circumstances.

ELECTION CHART

No. of Boys Eligible	Maximum Names Ballot
1 or 2	1
3 or 4	2
5 or 6	3
7 or 8	4
9 or 10	5
11 or 12	6
13 or 14	7
15 or 16	8
17 or 18	9
19 or 20	10
21 or more	½ of number eligible, if number eligible is uneven round-up before dividing.

UNIT ELECTION PROCEDURE

1) The unit meets with its unit leader and an OA Election Team at a time and place determined by the unit leader and approved by the appropriate Chapter Unit Election Committee. Elections should be held on or before May 15. When the unit leader is a member of the Order, he may explain to the group the "Purpose of the Order of the Arrow", outline the basis on which candidates should be selected for the highest honor, and describe the method of election (page one of the election ceremony). If the unit leader is not a member of the Order, the OA Election Team makes this presentation.

2) Before the meeting the unit leader completes the following items on the Unit Election Worksheet printed on the reverse side.
   a) Identifying information (unit & number, district, & chapter, leader's name, telephone, address, & date & location of election).
   b) List all members of the unit who the unit leader certifies have met all eligibility requirements for OA election including attitude and participation. Do not list those 18 or order (section leader election other side) or current members of the Order of the Arrow.

   BOY MEMBERSHIP REQUIREMENTS:
   Unit Leader Approval: To become eligible for election, a Scout or Explorer must have the approval of his unit leader prior to the election. The leader must certify as to his Scouting spirit, his adherence to the Scout Oath and Law, and participation in unit activities. He must also cerify that the nominee meets all specified requirements.

   Camping Requirements: A Boy Scout or Explorer must have 15 days and nights of camping under the auspice and standards of the Boy Scouts of America. The 15 days and nights must include one long-term camp (6 consecutive days) within the two-year period prior to election. The balance of the 15 days may be made up of short-term (overnight 2, 3, 4, days) camps.

   Rank Requirements: A Scout or Explorer must hold the First Class Progress Award to be eligible for election.

   c) Number of boys active and registerd in unit. (50% or more must be in attendance when OA election is held).
   d) Number of boys eligible.

3) On the meeting night the leader copies the list of those eligible (item b) on the worksheet onto a blackboard or large sheet of paper. He has available the address and telephone numbers of those eligible, paper for ballots, and pencils.

4) The unit leader is available to meet with the OA election team for about 15 minutes before the election. During this meeting, the team will verify all information on the Worksheet with the leader and the copy the information from items (a, b, c, & d) onto the three-part Unit Election Report. (Report form is provided by OA Election Team). The team discusses the new election requirements with the unit leader as outlined on the last page of the OA Unit Election Ceremony and answers any questions the leader may have. The unit leader certifies this information on election report, (item e) before the election starts.

5) Using the chart below the election team determines the MAXIMUM NUMBER OF NAMES A VOTER MAY LIST ON HIS BALLOT. The number is entered in space (f) of the election report and on pages 1 & 2 of the Election Ceremony. Find the number of boys eligible for election (number listed in (item b) of the worksheet) in the first column. Then move to the right and find the row which corresponds to the number of active registered members of the unit. THE MAXIMUM NUMBER OF NAMES A VOTER MAY LIST ON HIS BALLOT is given by the number immediately to the right in the third column. EXAMPLE: Voters in a unit having 9 eligible and 35 registerd may list no more than 4 names on their ballots.

NO. BOYS ELIGIBLE	(F) MAXIMUM NO. NAMES ON BALLOT	NO. BOYS ELIGIBLE	(F) MAXIMUM NO. NAMES OF BALLOT	NO BOYS ELIGIBLE	(F) MAXIMUM NO NAMES ON BALLOT
1 - 2	1	9 - 10	5	17 - 18	9
3 - 4	2	11 - 12	6	19 - 20	10
5 - 6	3	13 - 14	7	21 - or more	(1/2 of number eligible, if number is uneven round-up before dividing).
7 - 8	4	15 - 16	8		

6) Just before the election, the team counts the number of boys in attendance & enters the number on the Election Report, (item g). If this number is 50% or more of the active registered number, (item c), the election team conducts the election ceremony using 1977 revised text and instructions. (1979) printing). In Boy Scouts troops every registered ACTIVE member of the troop under age 18 at the time of election is eligible to vote. In Explorer units every registered ACTIVE male member of the unit under age 21 at the time of the election (except associate post Advisor) is eligible to vote.

   A Boy Scout or Explorer who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit.

7) The election team counts the number of ballots turned in (including blank ballots) and enters this number on the report form, (item h).

8) The team determines the number of votes a boy must receive to be elected as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the nuber was odd (1, 3, 5, 7, etc.) add one then divide by two. The number of votes a boy must receive to be elected is entered on the report form, (item I).

9) The votes are counted to determine who has been elected. All votes count equally. If at least one boy has been elected, this result is final. If no one is elected, the team announces this fact and states that the unit will be given the opportunity to vote again. Time is allowed for questions. NO INFORMATION ABOUT THE VOTES RECEIVED BY CANDIDATES IS TO BE REVEALED AT ANY TIME:

   A second election is then held immediately and, if the unit still elects no one, this is the final result for the year's election.

   The team makes the following entries in (item b) of the Election Report: Circle the names of those elected. Complete the last four columns for all listed on work sheet. Indicate the number of boys elected (item j).

REMOVE THIS SHEET OF INSTRUCTIONS BEFORE BEGINNING TO FILL OUT ELECTION REPORT

FORM # 99

70 E

UNIT ELECTION PROCEDURE (continued)

10) The election team or the unit leader distributes letters from Chapter Chief to newly elected candidates. This letter informs candidates of date & location of the Ordeal Ceremony, & instructs them of the registration requirements.

11) The unit committee of a unit holding a elect-on for boy members may, on the same day, elect one of their male leader, or members, provided he meets the camping requirements (15 days and nights of camping, including one long-term camp). If an adult election is held, the election team must complete (item k) on the election report and a member of the Unit Committee must certify the adult election results, (item l). The adult elected is also given a copy of the letter noted in the procedure above. If no adult election is held, enter "NO ELECTION" on the first line of (item k).

LEADER ELECTIONS AND REQUIREMENTS:
Since the Order of the Arrow is principally a boy's organization, unit leaders or assistants and committeemen are not elected to membership as an award or recognition.

Election to the Order should take place when the male adult's job in Scouting or Exploring will make Order of the Arrow membership more meaningful in the lives of boy members.

Unit leader, assistant unit leader (over 18), and committeemen qualifications are the same as those of boy members (see Boy Membership Requirement, procedure II on reverse side), however, the camping requirements may be waived at the discretion of the lodge executive committee. Such a waiver must be obtained in writing prior to the election of an adult.
NO ADULT ELECTION CAN BE HELD UNLESS A BOY ELECTION IS HELD AT THE SAME TIME.

12) The Election Team signs the Election Report and completes the other information in (item m) on the Election Report. Immediately following the election, the Election Team mails the original and first (white & yellow) copy of the Election Report to: "O/A UNIT ELECTION COMMITTEE, CHICAGO AREA COUNCIL,B.S.A. - 300 West Adams St. Chicago, IL 60606. The Unit Leader retains the third (pink) copy of the Election Report and this Unit Election Worksheet.

UNIT ELECTION WORKSHEET

UNIT LEADER: Please complete this worksheet according to the instructions beginning on the reverse side BEFORE the meeting when the election is to take place. Carefully read, at least twice, the Unit Election Procedures (1977 Revision before starting - 1980 printing).

(A) Unit Number (Indicate Troop or Post) District: Chapter:

Unit Leader:
Name Telephone #
Street Address: City: Zip:

Date of Election: Location:

(B) Print names of those eligible for OA election according to the instructions outlined in procedure II on the reverse side. List in ALPHABETICAL ORDER with LAST NAME FIRST. Indicate rank for Boy Scouts only.

	NAME (Last Name First)	RANK	NAME(Last Name First)	RANK	NAME (Last Name First)	RANK
1		11		21		
2		12		22		
3		13		23		
4		14		24		
5		15		25		
6		16		26		
7		17		27		
8		18		18		
9		19		29		
10		20		30		

(C) Number of Boy Actively Registered in Unit

(D) Number of Boys Eligible for Election

(E) On the actual Election Report the leader must certify that all boys listed as eligible are in fact eligible and approved for election to the Order of the Arrow. THIS CERTIFICATION MUST TAKE PLACE BEFORE THE ELECTION!

REMINDER: Unit leader fills out Worksheet and provides paper for ballots, pencils, blackboard, and addresses of boys eligible.

Election team brings Unit Election Report, Candidate letters, Election Ceremony, and mailing envelope

gc
1980 (revision)

FORM #99

MEMBERSHIP PARTICIPATION AND RETENTION NOTES

I. Why Members don't Participate

There are many reasons why Arrowmen do not participate in Chapter Activities. Here is a list of some of them:

-- The Arrowman never understood the ceremonies.
-- The boy/adult doesn't know why he is there.
-- The Arrowman experienced a frustrated, meaningless induction.
-- There was never any orientation toward the chapter or its meetings.
-- Lack of a "Big Brother" program.
-- The boy was elected because of popularity, and shouldn't have been inducted in the first place.
-- Lack of Scoutmaster/Troop Committee support.
-- No transportation to the meetings.
-- No communication, no follow-up, no transition between events.
-- Weak chapter or weak district.
-- No friends in the Chapter.
-- Mis-information because of a lack of information.
-- Lack of Chapter Organization.
-- "One man running the Show" organization. No opportunity for involvement.
-- No worthwhile activities.
-- Boy/Adult finds other interests. He grows out of the program.

The first step is to recognize these problems, then find solutions to them so that they do not remain as problems.

II. Way to activate Chapter Membership.

A. Set the example; Remember that every time you put on the uniform as a member of the O/A, you are an ambassador. You represent the O/A to your troop and district. You must live up to the expectations of your fellow Scouts who elected you. Scout camping--remember that you were elected as an honor camper and you are expected to be one. Through a good example you can show Scouts that the O/A is a sincere organization.

B. Attitude Toward the Order of the Arrow: Remember that your are an ambassador for the O/A when going to units in your district. When going out for tap-outs, dancing, camping promotion, be a professional. Be in full uniform including the O/A sash. Show up promptly. Be sure everything is completely organized and ready to go. Know what you are going to say and state it clearly. Be sure to thank the unit leader when you leave. Your action should always reflect your best: really live up to the Scout Oath and Law and the Principle of the Arrow.

C. Good Program: Make sure that the program is interesting. The program is essential for keeping Arrowmen active. Be sure to encompass the newest member to the oldest member.

1. Interesting Meetings: Make each meeting unique if possible. Let everyone participate in the meeting. Don't make it a one man show. Have special features at the meetings. Examples are movies, guest speakers (sports, political etc.) exhibits and shows. Have fellowship, refreshments, or a crackerbarrel.. Make sure that business is accomplished.

2. Committees: Have working committees that will include everyone. See that everyone is actively working on a committee, be it camp promotion, unit elections, etc. It is most important to make sure there is something for all.

3. Meaningful Service Projects: Projects should be something of lasting value; a project that an Arrowman can look back on and for which he can have a feeling of accomplishment. The projects do not have to be only at camp, but also in the community.

D. Enthusiastic Leaders: Attitudes of the officers and older members greatly affect the chapter. It is a must that the older members remain enthused. The older member must set the example for the new member. Hopefully, by keeping the older members on the committees they can and will remain enthused.

The same goes for the advisors of the chapter. Adults should be asked to serve as advisors because they can provide some valuable information to the committee chairmen.

The officers must provide leadership. They are the ones who direct the chapter. They must attend each meeting with the vigor and enthusiasm with which they started. The officer must be willing to help out the chapter members with problems. He must use, not abuse, the power entrusted to him.

E. Communications: Good communication is a helpful key to the O/A. It is essential that the Arrowman is infomed. (For more information on this subject, turn to the Publications section of this handbook.)

F. Phone committee: Phoning is somewhat more personal than a letter. Hearing a voice means much more. Calling a brother to just see how he is doing means a great deal. Phoning, however, is not economical.

G. Contact on a personal Basis: Organize Ordeal candidates in a patrol fashion at the induction. Each patrol has a chapter member working with it. He acts as a friend and helper to the candidates. He also sets a good example. This is the candidates first opportunity to identify with someone in the chapter. (See the PRE INDUCTION TALKS section in this Handbook.)

After the induction, if possible, assign one member to each newly inducted member. This provides for a one on one or two relationship. A new member should feel free to contact the older member anytime. This gives the new member someone to identify with. It also keeps the older member active and gives him a sense of purpose.

ELECTION ANNOUNCEMENT

Dear Unit Leader:

Each Scout or Explorer unit with qualified Scouts, Explorers and Scouters is urged to hold an election between January 1st, and the following December 31st (only one election per year) to select candidates for the Order of the Arrow. The date of the election is selected by you as unit leader. It is suggested the election be held not later than _____ to select candidates for an Ordeal, to be held at _____ on _____. A member of the Order of the Arrow will be on hand to help with the election. If induction is to occur at summer camp, election must be held prior to June 1st.

The Order of the Arrow is an honor campers' society chartered by the Boy Scouts of America. Its purpose is to recognize those campers who best exemplify the Scout Oath and Law in their daily lives and, by such recognition, cause other campers to conduct themselves in such a manner as to warrant similar recognition. To promote Scout camping and develop and maintain its traditions and spirit, and finally to crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

SCOUT OR EXPLORER QUALIFICATIONS

1. Any First Class Scout under the age of eighteen or Explorer under 21, registered as an active member of his unit may, with the approval of his unit leader, be nominated for election.

2. A Scout camper is defined as a Scout or an Explorer who has completed at least 15 days and nights of camping under the auspices of the Boy Scouts of America during the two-year period prior to the election. The 15 days and nights must include one long-term camp (six consecutive days and nights for Boy Scout; five consecutive days and nights for Explorer). The balance of the camping must be overnight, weekend or other short-term camps.

If you feel you have an adult in your unit who, by his position in Scouting, will be able to make the Order of the Arrow program more meaningful in the lives of boys, you may elect him at the same time as your Scout election, but only if a boy election is held and a majority of troop committee are present.

SCOUTER QUALIFICATIONS

1. Any Scouter camper registered actively in a chartered unit of the Council is eligible.

2. Troop members between the ages of 18 and 21 are to be included in the Scouter election.

3. A Scouter must meet the same camping requirements as Scouts and Explorers. ONE SCOUTER may be elected by the other Scouters registered with his unit. An adult election must be held at the same time as that held for a boy. 50% of adult membership MUST BE PRESENT to hold adult election.

Voting for candidates will be based on their spirit of brotherhood, cheerfulness, no matter how tiresome their duties, and a willingness to give unselfish and wholehearted service to others at all times. Please phone _____ at _____ appraising him of the date set aside for the election of candidates. It should be held at a regularly scheduled unit meeting. Every effort should be made to have 100% attendance of both boys and adults. A member of our Chapter's Ordeal Membership Committee will bring the proper forms on the night of your election and will help your leaders with the election.

Respectfully yours,

_____
CHAIRMAN, Membership Committee

hk
1/77

FORM #12

Owasippe Lodge #7 Boy Scouts of America

Dear Unit Leader:

This letter is to officially confirm your unit election held on _____. The candidates elected to the Order of the Arrow were:

EXPLORER OR SCOUT CANDIDATE _____

EXPLORER OR SCOUT CANDIDATE _____

EXPLORER OR SCOUT CANDIDATE _____

EXPLORER OR SCOUT CANDIDATE _____

Throughout the year many opportunities present themselves for Ordeal inductions. The next opportunity for the Ordeal induction will be:

DATE_____ TIME_____

LOCATION_____

Again, you are cautioned that your election is only valid for one (1) year from the above mentioned date of election and will expire on _____. If your candidate(s) does (do) not present himself for induction within the one (1) year period, his election is void. He may, however, be reelected by his unit at a subsequent election. A unit may hold only one election during the calendar year.

If you have any questions pertaining to your candidates, or any other Arrow business, feel free to call me.

☐ There will be other opportunities for induction

☐ This is the last opportunity for induction

Scoutingly yours,

CHAIRMAN, Membership Committee

_____

Phone: _____

PROMOTE SCOUT CAMPING!

FORM #13

hk
1/77

OWASIPPE LODGE # 7
CHICAGO AREA COUNCIL

ORDER OF THE ARROW, BSA

UNIT ELECTION REPORT

ELECTION TEAM: Carefully read, at least twice, the Unit Election Procedures (1977 Revision, 1979 printing). Complete a Unit Election Worksheet before starting to make out this report. This report is to be made out in TRIPLICATE. Please complete parts (A) to (E) prior to the election. Parts (F) to (M) are to be completed AFTER the election. PLEASE PRINT CLEARLY!

(A)

UNIT NUMBER: POST / TROOP	DISTRICT:	CHAPTER:
UNIT LEADER: NAME		TELEPHONE:
Street Address	City	Zip
Date of Election:	Location:	

(B) Complete all columns below from the Worksheet, (item B). If there are more than 10 names, use additional three-part Unit Election Reports.

	NAME (Last Name First)	RANK	BIRTHDATE	STREET & NUMBER	CITY	ZIP	PHONE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

COPY

COMPLETE COLUMNS AT RIGHT BEFORE ELECTION

(C) Number of Boys Actively Registered in Unit

(D) Number of Boys Eligible for Election

(E) I certify that those listed as eligible are in fact eligible and approved for election to the Order of the Arrow
UNIT LEADER SIGNATURE:

(F) Maximum Number of Names on each Ballot

(G) Number of Boys in Attendance

(H) Number of ballots turned - in

(I) Number of votes required for election

(J) In (item B) above. Circle the names of those elected. Complete the last four columns, (item B), for all listed. Indicate the number of boys elected in this box.

(K) REPORT OF ADULT ELECTION: On the same night, the unit committee met & selected the following Scouter to Arrow Membership.

SCOUTER'S NAME	BIRTHDATE	POISITION IN UNIT
Street address	City	Zip
Telephone Number	As a representative of the unit committe, I Certify that the Scouter listed here meets adult requirements & was elected.	(L) SIGNED:

ELECTION TEAM: Immediately mail the white & yellow copy of this Election Report to: "O/A Unit Election Committee, Chicago Area Council, BSA, 300 West Adams Street, Chicago Illinois 60606. Unit leader will retain third (pink) copy of this report and Unit Election Worksheet (green)

INDUCTION DESIRED AT: CHAPTER FELLOSHIP

SUMMER CAMP

(M) This election was conducted according to the requirements & procedures, 1977 revision, & in the spirit of the ORDER OF THE ARROW, BSA.

SIGNED O/A REPRESENTATIVES:

PRINT THIS LINE: O/A REPRESENTATIVE, CHAPTER, TELEPHONE:

CHAPTER ADVISOR

FORM #100

gc
1979

MAIL TO: OWASIPPE LODGE, Order of the Arrow
Chicago Area Council, B.S.A.
300 W. Adams St.
Chicago, Illinois, 60606

CHAPTER MEMBERSHIP TRANSMITTAL FORM

No. Cards Enclosed _____ Chapter _____ District _____

Amount Enclosed $_____ by Check _____ Money Order _____ Voucher _____

Dues before Jan. 31 - $1.75; after Feb. 1 - $2.00; New Ordeal - $1.00
(Surplus monies will be credited to chapter account)

LIST ALPHABETICALLY BELOW THE NAMES OF MEMBERS ON ENCLOSED CARDS

Scout	Explorer	Scouter	Print Name	Ordeal	Brotherhood	Vigil
			TOTAL			

For Lodge Record Purposes Only
Date Recd._____ By _____ Reg. Rec. No. _____ Amount $_____

Cards Typed _____ Punched _____ Mailed _____

Mail White and Yellow copies; retain pink copy for chapter records

Form #7 9/80

CHAPTER REREGISTRATION PROCEDURES

When the Chapter Treasurer collects dues ($1.25 Lodge dues) from members, he fills out a transmittal form, supplying all information requested. He then sends the money, transmittal form and the Chapter's membership record card for each person registering to:

OWASIPPE LODGE, ORDER OF THE ARROW
Chicago Area Council, Boy Scouts of America
300 West Adams Street
Chicago, Illinois 60606

Dues may also be turned in at the Lodge meeting. Make all checks or money orders payable to:

CHICAGO AREA COUNCIL, BOY SCOUTS OF AMERICA

The Lodge will issue new membership cards as soon as possible after receipt of dues.

NOTE

All dues paid after January 31, will be at the rate of $1.40 per member. Each time dues of any type are paid, a transmittal form must accompany payment

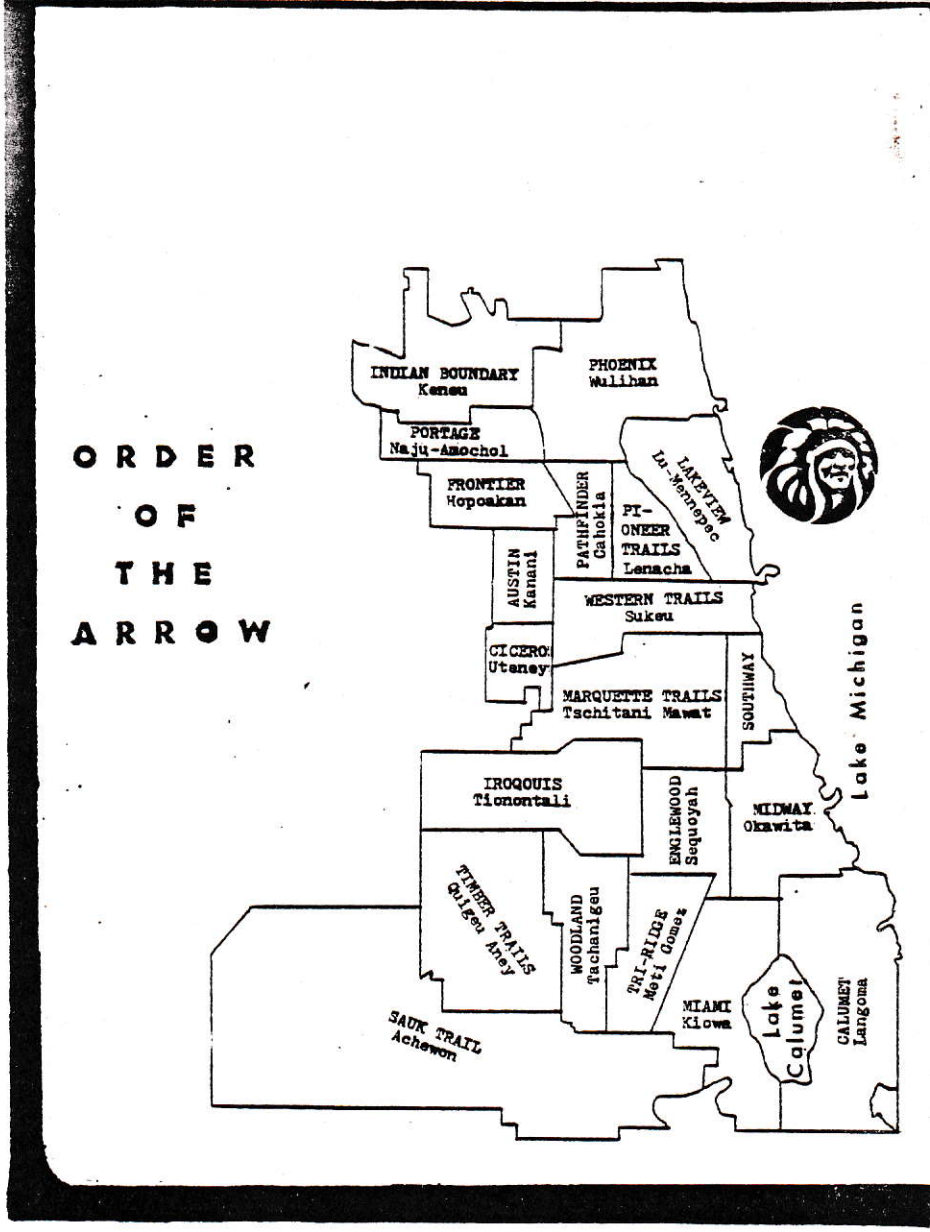
WHEN YOU TURN YOUR CARDS IN, THEY MUST BE IN ALPHABETICAL ORDER!

hk

FORM #7

1/77

OWASIPPE LODGE... AT A GLANCE



Members from all over Chicagoland comprise the Arrowmen of Owasippe Lodge. By year's end, its registered membership should total 2,200 to 2,300, and active membership rests around 1,500. This membership produces 24 registered chapters; 15 of which are active and well organized.

A Lodge Handbook has been compiled to aid in training at the Fall Chapter Officer Training Seminar. Other Lodge Events include a Lodge Banquet, Spring Get-Together and Work Weekend, and a Fall Fellowship. The Lodge's operating committees--Vigil Honor Screening,Lodge Officer Nominations, Lodge Events, Budget, Camp Promotion, Membership, and Newsletter--are set up with a boy chairman and adult advisor. The Lodge's Newsletter, the ARROW, is distributed to 2,300 Arrowmen six times a year and a Special Summer Newsletter illustrates the principles of the O/A as well as lists each chapter chief and advisor.

There is a great spirit of tradition in the Lodge, and a sense of pride in each active chapter. This pride produces a competitive atmosphere between chapters which in some cases weakens the Lodge spirit. #7's totem, the Hand of Service created the HAND OF SERVICE AWARD designed to commend chapter participation and service. The Lodge also has adopted the BROKEN ARROW CEREMONY used in honoring a departed Arrowman.

Both the Professional and Lay Advisors of the Lodge have been very resourceful and cooperative, making them a great asset to the Lodge.

One last strong point of the Lodge is the area it covers. There will always be more boys in the Council, keeping projected membership optimistic.

OFFICER ELECTIONS

The Chapter Officers are nominated and elected by the boy members of the Chapter in the same way as the Lodge Officers are elected. The Chapter Chief and Advisor become members of the Lodge Executive Committee and it becomes their respondsibility to attend the Executive Committee Meetings of the Lodge.

Since Owasippe Lodge is so large, each Chapter becomes, in many ways, like a small Lodge. Unfortunately, the entire Lodge will seldom get together. This is the purpose of the Work Weekend and the Get Together. The advantage to a large Lodge, however, is that many more boys are given the opportunity to demonstrate leadership ability, and they are able to share in the respnsibility of giving Cheerful Service to their units and the districts in which they live.

Chapter Officers are important to the success of Cheerful Service and organization in each Chapter. They, as with the initial election, should be elected into the Order of the Arrow as a Chapter Chief, Vice-Chief, Treasurer, Corresponding Scribe, and Recording Scribe on the basis of <u>brotherhood</u> as well as leadership, rather than popularity. Each Chapter's officers represent its honored campers in many ways. Elect those guys who really are willing to give of themselves unselfishly.

The following sheet will give you an idea of the time it takes to conduct your Officer elections, and a scheme of how you should plan your elections out.

CHAPTER OFFICER ELECTIONS

1. Begin with Nominations Committee (early August). Select a Chairman and Advisor.

2. Circulate Petition Forms and announce the positions open

3. Develope a <u>double slate</u> (very important)

   Qualifications could be:

   1. Past experience or service to the Chapter.
   2. Past experience in home unit.
   3. What new ideas will he contribute?

4. Announce slate at September meeting.

   State campaign rules to the candidates. There really shouldn't be any campaigning

5. Announce final slate at the October meeting.

   Have a meeting for all the candidates so they know what they are getting into.

6. Final speech and voting at November meeting.

   Voting should be done for each office separately. Voting should be done by Scouts only.

7. Election results should then be announced.

8. For each office, the candidate who received a plurality of the votes cast will be declared winner of his respective office.

9. New officers should attend the Lodge Chapter Officer Training Seminar. (C.O.T.S.)

10. The new officers should give names, addresses etc. to the Lodge so that they can be put on the Lodge mailing list. The same is true for new Chapter Advisors. It is very important to keep the Lodge informed on what is going on in your Chapter.

* * * * * * * * *

Chapter Officers are important to the success of Cheerful Service and organization in each Chapter. They, as with the initial election into the Order of the Arrow, should be elected on the basis of Cheeful Service as well as leadership, rather than popularity. Each Chapter's officers represent its honored campers in many ways. Electe those guys who really are willing to <u>Serve Cheerfully</u>.

jk
3/9/77

NATIONAL
LODGE ACHIEVEMENT PROGRAM

The Lodge Achievement Program has been designed to reflect changes that have occurred in the Order of the Arrow in recent years. It replaces the National Standard Lodge plan which has been used from 1968 to 1977.

Figuring prominently in the program will be questions concerning membership, administration and individual participation in Lodge activities. Those lodges that meet the new standards will be designated as either a National Standard Lodge, National Honor Lodge or National Merit Lodge--depending on their final score.

Owasippe Lodge will need the support of each chapter, in order to make it a National Honor Lodge in 1980.

LODGE ACHIEVEMENT PROGRAM REPORT

1. MEMBERSHIP 10 _____

a. Our lodge held elections in every eligible troop desiring one. 10 _____

b. Our election teams were pre-trained and in proper uniform when conducting elections. 10 _____

c. Our lodge inducted into Brotherhood in 1979 _____% of the Ordeal members inducted in 1978. (If 30%-39%, score 10; if 40%-49%, score 15; if 50% or more, score 20.) _____

Total points on Membership..... _____

2. ADMINISTRATION

a. Our lodge held a Training Session this past year for lodge and chapter officers (if lodge has chapters) 5 _____

b. Our lodge publishes and mails a bulletin or newsletter to each members at least quarterly. 5 _____

c. Our lodge publishes a Lodge Plan Book with goals and objectives for the year. 5 _____

d. Our lodge maintains individual current records of members which include addresses, honors achieved, and dues. 5 _____

e. Our lodge maintains current financial records and regular financial reports are presented at lodge Executive Committee meetings. (Funds are kept in council custodial accounts but a set of financial records should be kept by lodge treasurer.) 5 _____

Total points on Administration..... _____

3. INDUCTION

a. Our lodge publicly recognizes members elected by a tapout ceremony. 5 _____

b. Our lodge trains ceremonial teams. The teams know their parts and present the ceremonies in an effective and impressive manner. 10 _____

c. Our lodge uses the "Spirit of the Arrow" booklet, Catalog #5029. 5 _____

d. Our lodge conducts sufficient Ordeal ceremonies so that there are no more than 50 canidates per ceremony. 5 _____

Total points on Induction..... _____

4. SERVICE

a. Our lodge conducted at least one service weekend at camp this past year. 5 _____

b. Our lodge appointed one Arrowman to assist each new unit with its program and camping. 5 _____

c. Our lodge furnished youth staff this past year for:
Cub Day Camp, Webelos Overnight, or Spring Into Scouting. 5 _____
District or council camoree. 5 _____
Council-sponsored community service project. 5 _____

Total points on Service..... _____

5. OUTDOOR PROGRAM

a. Our lodge has a camping promotion committee actively supporting our council's camping and High Adventure programs. 10 _____

b. Our lodge has published a current (issued or updated since January 1, 1977) "Where To Go" camping pamphlet and has made it available to every troop or post. 5 _____

c. Our lodge promoted Arrowmen participation in home troop outdoor activities. 5 _____

d. Our lodge encourages troops to earn the national camping award. 5 _____

Total points on Outdoor Program..... _____

6. PROGRAM PARTICIPATION

a. The total attendance of our lodge members at lodge events in 1979 (Fellowships+Banquet+Busines Meeting) was_____, which is more than 60% of active membership (total paying dues in January plus Ordeals inducted this year) on December 31, 1979. 10 _____

b. Our lodge participated in the planing of and was represented at the 1979 Section Conclave. Members attending_____. 10 _____

c. Our lodge was was represented at the 1979 National Conference. 5 _____

d. Our lodge was represented at a National Leadership Seminar during 1979 by at least one officer and both lodge lay and staff advisers. 5 _____

Total points on Program Participation.... _____

Total points, all six categories _____

PUBLICATIONS

OA helps world Scouting

HE WHO SERVES HIS FELLOWS IS AMONG HIS FELLOWS GREATEST

CAHOKIA'S 19TH YEAR - NO. 7 SEPTEMBER

THE NUWINGI SMOKESIGNAL

ISSUE 1
JANUARY 1977

THE 'BOW'

BIRD

50 YEARS OF SERVICE

Welcome back, Ted!

THE EAGLE

OWASIPPE ARROW

THE ORDER OF THE ARROW
OWASIPPE LODGE NUMBER SEVEN - Of the Arrow
Quigeu Aney Chapter

Owasippe Lodge
Chicago Area Council

FROM THE ADVISOR

Dear Brothers:

...meeting for the month will be February 22, 1977 at the First ...nd Central. ...therhood Ceremony.

Help Wanted

THUNDERBIRD

SMOKE SIGNALS

SEQUOYAH SPEAKS:

WHY PUBLISH A GROUP NEWSLETTER ?

1. Builds and stimulates morale of all members.
2. Scout-written and Scout-edited, it trains in communication skills.
3. Reports on Chapter and Lodge activities and achievements.
4. Stimulates progress, advancement, and higher standards.
5. Creates interset in coming events.
6. Presents training material.
7. Disseminates area, national, and world information.
8. Introduces new members; says farewell to those leaving.
9. Helps recruit new members and supporters.
10. Explains need for and use of funds, supports fundraising.
11. Gives annual report and progress report.
12. Corrects incorrect and/or negative information and attitudes.
13. Brings group committee, members and supporters closer together.
14. Gears people up for special projects and events.
15. Explains new projects and events.
16. Keeps the other groups and individules informed.
17. Exchanges new ideas with other groups.
18. Keeps Scout headquarters up on things.
19. Expresses appeciation to helpers and supporters.
20. Provides group history.
21. Expresses congratulations to members.
22. Expresses condolences of sympathy to members (death in family) or get well wishes to an ill member.
23. Gives you an opportunity to correspond with other chapters, or in the case of the Lodge, other lodges.

Can you think of any more reasons to publish a newsletter?

SOME OTHER IDEAS

WRITING AND EDITING - With adult advisor-especially at the start-use maximum Scout writing and editing both for training and flavor.

SIZE OR FORMAT - Anything goes but simple is better than fancy.

FREQUENCY - Monthly is ideal, but even a quarterly newsletter can keep communications going.

DISTRIBUTION - Now that you have it, use it - members get copies. Also copies to Scout headquarters, Lodge and district groups.

CONTENT - Keep it to Scouting; Even better, keep it to your chapter. Don't try to belittle or criticise other chapters or leaders. You can publicize distict dates, but try to keep it Order of the Arrow, but by all means, promote the activities of the Lodge in your publications.

jk
3/12/77

NEW MEMBER ORIENTATION

Just as a fellowship is only the beginning of a person's service in the Arrow, it is also only the beginning of his training as an Order of the Arrow member. Some of us feel that a person learns everything he needs to know about the Order of the Arrow through the ceremonies ot his fellowship. This is not always true. The training has to be followed up at Chapter meetings. If this is to happen, you have th make sure that every new member knows when and where your chapter meets. You should set aside time at your fellowship to tell the new members this.

It is not very often that a candidate will ask Kichkinet about chapter meetings. He has too many other things on his mind. When the new Ordeal member comes to his first chapter meeting, he should be told about the specific services he is expected to perform. This means that you should give him the opportunity to sign up on your chapter committee. Explain to the new Ordeal members that in six months they will be eligible for the Brotherhood honer and the necessity of their serving the chapter, district, Lodge and Council in order to recieve this honor and solidify their membership in the Order.

An Ordeal member's first meeting should be informative, but also friendly. It is important to make the new member feel comfortable with everyone else and want to become an integral part in the workings of your chapter.

MEMBERSHIP CARDS FOR YOUR
REGISTRATION

OWASIPPE LODGE #7 Order of the Arrow Membership Record Card

Name STEVE SCOUT District GATEWAY

Street 300 WEST ADAMS

City CHICAGO IL. Zip Code 60657

Home Phone 844-2387 Business Phone NONE

Type of Unit SCOUTS Number 998 Birth Date 2-2-59

Date of Election 6-3-74 Lodge Number #7

Chapter ONCHIOTA

56	67	68	69	70	71	72	73	(74)	(75)	(76)	(77)	78	79
80	81	82	83	84	85	86	87	88	89	90	91	92	93

Ordeal Date 6-3-74
Broth. Date 3-14-76
Vigil Date

Offices held in Chapter or Lodge and other service:
RECORDING SCRIBE 2yrs.
VICE CHIEF 1976
NOMINATED FOR LODGE OFFICE

ORDEAL ATTENDED
SUMMER 1974
WINTER 1974
SUMMER 1975
FALL 1975
SUMMER 1976

LODGE DINNER
1975 1976

AREA CONFERENCE
CONCLAVE 1976

OTHER
NATL. CONFERENCE
1973 1977

YOU CAN OBTAIN MEMBERSHIP CARDS FROM THE LODGE

SAND POT

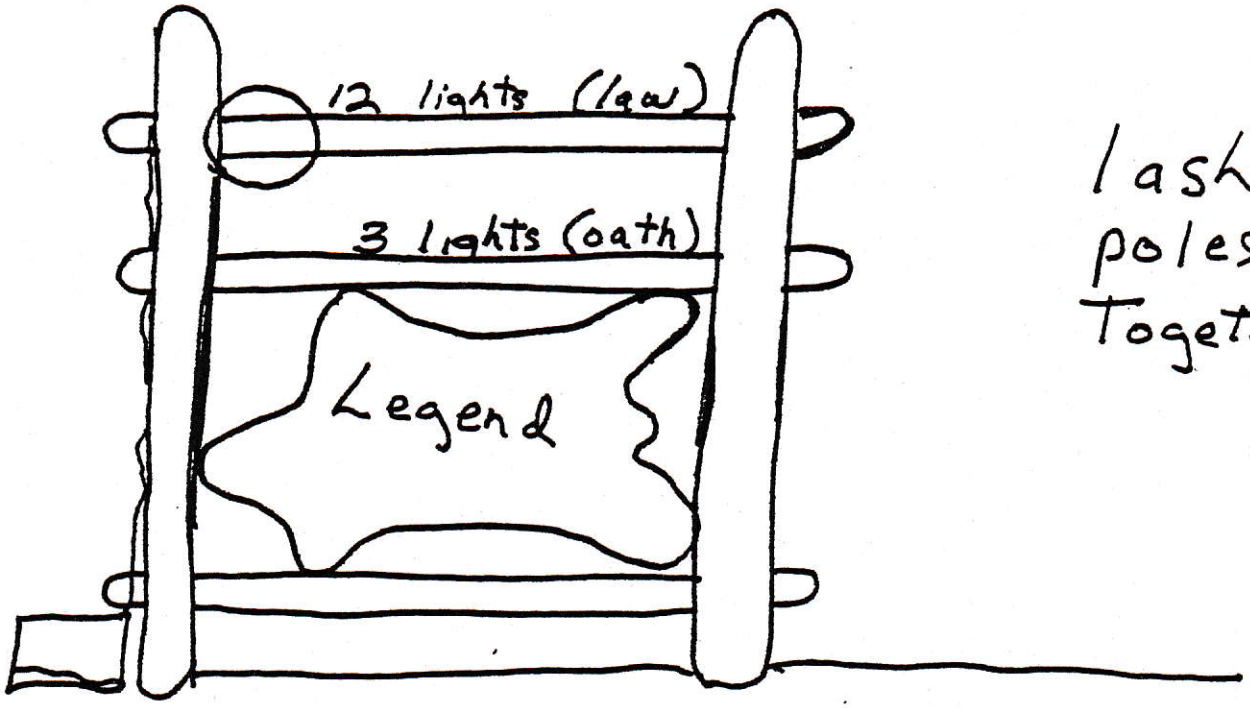
THIS ONE IS BETTER THAN THE KEROSENE POT.

- MUCH CLEANER / SAFER
- YOU DON'T LEAVE CANS TO RUST IN THE DIRT.
- CHEAPER

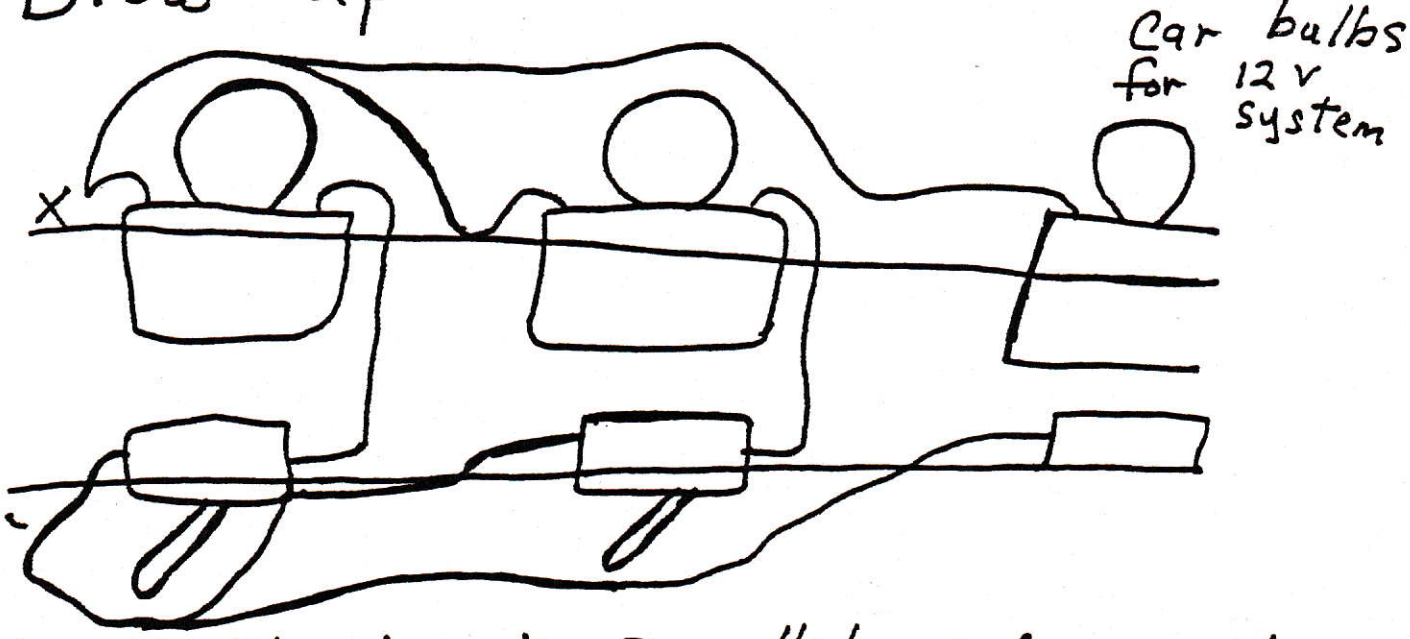
- USE IT TO LIGHT THE TRAIL TO YOUR FELLOWSHIP CEREMONIAL SITE.

Electric Ceremonial Log

(Candles Blow out So we went to a 12 volt light System working off a car Battery)



Blow up of circled



each light is in parallel and may be Turned on individually by the toggle switch.